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REQUEST FOR QUOTATION (RFO)

Mode of Procurement	NEGOTIATED PROCUREMENT- LEASE OF VENUE		RFQ No.	2021 - 08 - 203
Trocurement	VERTOL		Date	8-18-2
Name of Hotel/	Venue			
Name of Compa	ny			
Address:				
TIN				
PhilGEPS Regist	ration No.			

The Department of the Interior and Local Government Regional Office 1, through its Bids and Awards Committee, intends to lease a venue and hotel accommodations, inclusive of meals and snacks for the **Seminar-Workshop on Local Road Asset Management (LRAM)** to be conducted on **September 28-30, 2021** in **Ilocos Sur**.

The lease of venue and accommodations will be undertaken in accordance with Section 53.10 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your quotations/proposals duly signed by you or your authorized representative not later than And at 10:00 and for the item described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ). Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal: 1) Business/ Mayor's Permit; 2) Latest Income/ Business Tax Return/Tax Clearance. Prior to issuance of Notice of Award, submit PHILGEPS Certificate/Registration Number and Omnibus Sworn Statement.

Quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below:

ENGR. SHEEN MARK C. PAGADUAN DILG Regional Office 1 Sevilla, City of San Fernando, La Union

(072) 607-1531

ALICIA C. BANG-OA

BAC Chairperson

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.



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After having carefully read and accepted the Terms and Conditions, I / We submit our quotation for the item as follows:

				Offe	er
Specifications	Quantity Approved Budget for the Contract (ABC)		Compliance with Technical Specifications (Please Check) Yes No		Remarks
Lease of venue and hotel accommodation, inclusive of meals and snacks for the Seminar-Workshop on Local Road Asset Management (LRAM)	25 PAX	Php 150,000.00	Tes	No	
Technical Specifications:					
I. Availability					
*			F 7		
II. Location					
* Within hotel-resort located in Ilocos Sur			[]	[]	
Free parking space reserved within or near the venue a. 4 slots					
b. 3 slots			[]		
c. 2 slots			[]	[]	
d. 1 slot			[]	[]	
			[]	[]	
III. Neighborhood Data					
Proper waste management system such as regular garbage collection and with			[]	[]	
sanitary permit from appropriate authority					



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2. Proximity to police and fire stations				
3. Proximity to		[]	[]	
restaurants/ grocery				
stores		[]	[]	
4. Proximity to banks, postal and				
telecommunications				
service providers				
IV. Venue				
1. Structural Condition				
*The foundation is made of concrete and		[]	[]	
structural steel				
materials or				
combination of both.				
2. Functionality				
a. Conference Room				
i. *Unlimited and		[]	[]	
free use of			L 1	
Function Room				
that can		none and constant of		
accommodate at least the specified				
number of				
participants				
ii Clasara and Trans				
ii. Classroom Type or Round Table		[]	[]	
arrangement set-				
up				
iii. Amenities				
include:				
- secretariat's		[]	[]	
table; - * at least 3		[]	[]	
microphones		[]	L J	
- *LCD with		[]	[]	
screen/monitor			F 7	
podiumwhiteboard				The state of the s
- * free and strong/		[]	[]	
steady wifi		[]	[]	The state of the s
connection in				
training hall and			To response to the second	The state of the s
rooms - *waived				
electricity		[]	[]	
charges for use of				
ICT equipment				



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iv. * Area can accommodate at least the specified number participants		[]	[]	
 Room Arrangement: a. * 2-3 pax in a room accommodation (1 pax/bed) 		[]	[]	
Day <u>0(Sept. 27)</u> to <u>2(Sept. 29)</u> : <u>25</u> pax Accommodation		[]	[]	
Day 3 <u>(Sept. 30)</u> :		[]	[]	
0_ pax Accommodation		[]	[]	
b. complimentary room-training staff				
4. Facilities:		[]	[]	
 a. *Continuous water supply (hot and cold) and accessible comfort room b. *Compliance with the standard provided by the 		[]	[]	
Building Code of the Philippines		[]	[]	
c. *Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler		[]	[]	
d. *Available telephone and strong internet connection within the premises of the building (room and training hall)		[]	[]	
e. *Audible / operational sound system				
5. Other requirements:		[]	[]	
a. *Provision of maintenance and janitorial services /Standby hotel staff				
in the training hall		[]		



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b.	Ambiance promotes learning		r.1	F 3	
c.	*Adequate security service (24/7)		[]	[]	
d	Free use of venue		[]	[]	
4.	amenities				
e.	With stand-by		[]	[]	
	generator set in case of power				
	interruption		[]	[]	
f.	*Provision of tarpaulin (welcome				
	and backdrop)				
6. Cate	ering Services				
a.	*Location must be		[]	[]	
	near the Function Room and /or			The spirit of th	
	outside of but near				
	the Function Room				
1	*Meals and Snacks				
	for the participants from Day <u>0</u> to Day <u>3</u> :				
			[]	[]	
	Day : <u>0</u> : <u>25</u> pax, Meals (Dinner)				
	<i>Days <u>1</u> to <u>2</u>: <u>25</u> pax-</i>		[]	[]	
	Meals		[]	[]	
	(Breakfast,Lunch & Dinner) and AM& PM				
	Snacks		[]	[]	
	Day <u>3</u> : <u>25</u> pax -				
	Meals (Breakfast & Lunch) and Snacks		F 1	F 3	
	(AM & PM Snacks)		[]	[]	
	*Provision of free				
	freely-flowing coffee and water				
7. Clie	nts' satisfactory	2			
rating	based on online				
notel l	reviews				

Please quote your best offer based on the items below. The information stated shall be the basis for the evaluation and calculation of your total quotation.



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Offered Rate:pax in a room, individual beds	Php/ room / night
Published rate as of (Date of RFQ Submission)	Php/ room / night
AM snacks / pax	Php
PM snacks /pax	Php
Breakfast/ pax	Php
Lunch / pax	Php
Dinner / pax	Php

Please provide the additional information as required below. The information contained below shall not be used for the evaluation and calculation of your total quotation. These shall be used only for purposes of applying Section 1 of the Terms and Conditions, or when circumstances during contract implementation warrant the use of rooms other than twin sharing rooms.

	0	
Types of Room	Price	
	Php/ room / night	
	Php/ room / night	
	Php/ room / night	

TOTAL AMOUNT OF BID PROPOSAL:

Signatu	re over Printed Name
	Contact Number/s
	Fmail Address

TERMS AND CONDITIONS

- 1. Any modifications in the room arrangements during contract implementation must be approved by the Procuring Entity. The rate of each new room shall not exceed the amount equal to the said room's published rate, as of the date of return of this RFQ, less (a) the corresponding percentage that was deducted from the published rate of the room for which this quotation is given to arrive at the offered quotation; or (b) a higher percentage than that mentioned in the foregoing; provided, that the resulting total cost of room arrangements shall not exceed the total offered quotation for the same as contained in this RFQ.
- 2. Bidders shall provide correct and accurate information required in this form.
- 3. Price quotation/s must be valid for a period of Sixty (60) calendar days from the date of submission.
- 4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
- 5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
- 7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
- The Procuring Entity shall confirm the final number of rooms and participants at least three
 days prior to the scheduled function date. This shall be the basis for the contract price.
- 10. The submitted quotation shall provide a 10% allowance for the scheduled meals as per the final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
- 11. The charge for the additional persons shall be contained in the Contract.



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- 12. The Procuring Entity shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 13. The Procuring Entity shall prefer send bill arrangements for payment.
- 14. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Procuring Entity shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.