



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



REQUEST FOR QUOTATION

Date: 06 June 2018

RFQ No.: 42-2018

Name of Company: _____

Address: _____

Name of Hotel/Establishment: _____

Address: _____

Business Permit No.: _____

TIN: _____

PhilGEPS Registration No. (**required**): _____

The Department of Budget and Management – Government Procurement Policy Board – Technical Support Office (DBM-GPPB-TSO), through its Bids and Awards Committee, intends to **Lease of Venue with Meals for the Mindanao Batch of Live-in Training on the Use of the Revised/ Updated APCPI System** within **Davao City** on **28–29 June 2018**.

The lease of venue, including meals will be undertaken in accordance with **Section 53.10** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Lessors of known qualifications are invited to submit quotations/proposals duly signed by you or your duly authorized representative not later than **13 June 2018 (Wednesday), 3:30 PM**, subject to the Terms and Conditions provided at the last page of this RFQ. A copy of your **2018 Mayor's/Business Permit** and **latest Income/Business Tax Return** is required to be submitted along with your accomplished quotation.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact us at telephone nos. **(02) 900-6741 to 44** or email address at bacsecgppb@gppb.gov.ph.

(Sgd.)
Abdulrasid M. Hadjirasid
Procurement Officer

BIDS AND AWARDS COMMITTEE

Unit 2506 Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City, Philippines 1605
(+632) 900-6741 to 44 | www.gppb.gov.ph | bacsecgppb@gppb.gov.ph

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.

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

TECHNICAL SPECIFICATIONS:	YES	NO	REMARKS
I. Availability (<i>To be confirmed within 5 days before the event</i>)			
28–29 June 2018 (2 days/1 night for participants)* 28–29 June 2018 (2 days/1 night for GPPB-TSO personnel)* 27–29 June 2018 (complimentary 3 days/2 nights for GPPB-TSO personnel)*			
II. Location			
A. Within Davao City*	YES	NO	REMARKS
B. Free parking space reserved within or near venue*			
C. With access to main roads and national highways*			
III. Neighborhood data			
A. Proper waste management system* such as regular garbage collection and with Sanitary Permit from appropriate authority			
B. Proximity to Police and Fire Stations			
C. Proximity to Banks, Postal, and Telecommunications service provider			
IV. Venue			
A. Structural Condition			
The foundation is made of concrete and structural steel materials or combination of both.*	YES	NO	REMARKS
B. Functionality of Function Room			
Day 1 (28 June 2018)			
1. Available one (1) Function Room from 11:00am to 7:00pm*			
2. Classroom setup for guaranteed 40 to a maximum of 73 participants (with center aisle)*			
3. Room must not have pillars. If any, pillars must not obstruct participants' view of stage and projector screen/s*			
4. Amenities include:			
a. Secretariat's table	YES	NO	REMARKS
b. At least 3 microphone units (preferably wireless)*			
c. LCD projector with table and Projector Screen*			

TECHNICAL SPECIFICATIONS:	YES	NO	REMARKS
d. Podium			
e. Philippine flag and pole			
f. Pads, pencils and candies			
g. Whiteboard and/or flipchart and markers			
h. Free and steady Wi-Fi connection in the function room/s*			
i. Waived electricity charges for use of laptops and projector*			
j. Area should accommodate a guaranteed 40 to a maximum of 73 participants*			
Day 2 (29 June 2018)			
1. Available one (1) Function Room from 8:00am to 5:00pm*			
2. Classroom setup for guaranteed 40 to a maximum of 73 participants (with center aisle)*			
3. Room must not have pillars. If any, pillars must not obstruct participants' view of stage and projector screen/s*			
4. Amenities include:	YES	NO	REMARKS
a. Secretariat's table			
b. At least 3 microphone units (preferably wireless)*			
c. LCD projector with table and Projector Screen*			
d. Podium			
e. Philippine flag and pole			
f. Pads, pencils and candies			
g. Whiteboard and/or flipchart and markers			
h. Free and steady Wi-Fi connection in the function room/s*			
i. Waived electricity charges for use of laptops and projector*			
j. Area should accommodate a guaranteed 40 to a maximum of 73 participants *			
C. Room Arrangement	YES	NO	REMARKS
1. For Training Participants: Guaranteed 20 to a maximum of 34 twin-sharing rooms on June 28–29, 2018 (2 days/1night, inclusive of breakfast)*			
1 twin-sharing rooms on June 28–29 2018 (2 days/1night, inclusive of breakfast)*			
2. At least one (1) <u>complimentary</u> twin or triple-sharing room for the GPPB-TSO personnel on June 27–29 2018 (3 days/2 night, inclusive of breakfast)*			
3. Open check out time of complimentary room after 5:00pm for GPPB-TSO Personnel on <u>29 June 2018 at no additional cost*</u>			

D. Facilities:	YES	NO	REMARKS
1. Continuous water supply and accessible comfort rooms*			
2. Compliance with the standards provided in the National Building Code of the Philippines*			
3. At least one (1) Operational Elevator available 24/7, if applicable*			
4. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler*			
5. Available Telephone and/or Internet Connection within the premises of the building*			
6. Audible/Operational Sound System*			
E. Other Requirements	YES	NO	REMARKS
1. Provision of technical, janitorial and maintenance services*			
2. Ambience promotes learning*			
3. Adequate security service (24/7)*			
F. Catering Services	YES	NO	REMARKS
1. Location must be inside the Function Room, or outside but near the Function Room			
2. Meals for a guaranteed of 40 to a maximum of 73 participants.*			
Day 1 (28 June 2018)			
i. One (1) Buffet Lunch			
ii. One (1) PM Snack for each participant			
iii. One (1) Buffet Dinner			
Day 2 (29 June 2018)			
i. One (1) AM Snack for each participant			
ii. One (1) Buffet Lunch			
iii. One (1) PM Snack for each participant			
3. Meals composed of the following:*			
a. Buffet Lunch and Dinner composed of the following:			
i. Salad or Soup*			
ii. Main course* consisting of: - At least 1 variant of meat (no pork); - At least 1 other HALAL viand OR at least 1 variant of fish; and - At least 1 variant Vegetables			
iii. Rice*			
iv. Dessert*			
b. Drinks* composed of the following:			
i. At least one round of iced tea or juice for every meal and every snack*			
ii. Provision of free-flowing coffee and/or tea (no additional charge)*			

<i>G. Client's satisfactory rating based on online hotel reviews or GPPB-TSO General Evaluation Rating Result for the past year, if applicable.</i>			
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Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name : _____

Branch: _____

FINANCIAL OFFER:

Please quote your best offer for the items below. **The information stated below shall be the basis for the evaluation and calculation of your total quotation, and does not reflect the guaranteed price.** Please do not leave any blank items. Indicate "0" if item is being offered for free. (*See Terms and Conditions*)

Lease Venue with Meals for the Mindanao Batch of Live-In Training on the Use of the Revised/Updated APCPI System		<u>APPROVED BUDGET FOR THE CONTRACT (ABC):</u> Two Hundred Thirty-Seven Thousand Two Hundred Fifty Pesos (PhP237,250.00)		
<i>Offered Quotation:</i>				
Lease of Venue with Meals	A Please fill in your Offered rate (PhP)	B Maximum number of pax	C Maximum number of meals	D A x B x C
Function Room: <i>(name of function room)</i>		73	n/a	
Meals - AM Snacks		73	1	
Meals - PM Snacks		73	2	
Meals - Buffet Lunch		73	2	
Meals - Buffet Dinner		73	1	
Room Requirement	A Please fill in your Offered Rate Per Room Per Day/Night (PhP)	B Maximum number of Rooms	C Duration	D A x B x C
Twin-sharing rooms, inclusive of breakfast		35	2 days, 1 night	
Total Offered Quotation				

Signature over Printed Name

Designation

Office Telephone No. / Mobile Telephone No.

Email address/es

TERMS AND CONDITIONS

1. Any modifications in the room arrangements during contract implementation must be approved by the GPPB-TSO. 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 thirty (30) 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 GPPB-TSO shall confirm the final number of rooms and participants at least five (5) days prior to the scheduled function date. This shall be the basis for the contract price.
9. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
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 an Amendment to Contract.
12. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
13. The GPPB-TSO shall prefer send bill arrangements for payment. In lieu of send bill arrangement, advance payment of fifty percent (50%) of the total contract price may be made by the GPPB-TSO before the date of the event with the remaining 50% to be paid after the event. **Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
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 GPPB-TSO 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.