

Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

REQUEST FOR QUOTATION

Date: January 7, 2013

RFQ No.: 54-2013


Name of Company: Villa Blanca Hotel
 Address: Tuguegarao City
 Name of Hotel/Venue: Villa Blanca Hotel
 Address: #13 Pattani St. Ujac Norte Tug. City
 Business Permit Number: _____
 Tax Identification Number _____


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 a venue and hotel accommodations, inclusive of meals, for the Training Roll-out to the 12 Selected Municipalities of the CSO and LGU Procurement Manual. In particular, the aforementioned procurement is intended for the training for the municipality of Amambang, Cagayan to be conducted on 11-15 February 2013.

Please submit your quotations/proposals duly signed by you or your duly authorized representative not later than 14 January 2013, at exactly 1:00 p.m. for the item described herewith, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).

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

For any clarification, you may contact Ms. Jocelyn C. Beslig or Ms. Diane Angela A. Marcos at telephone nos. (02) 7061306 and (02) 9006741 to 44 or email address at icbsalita@gppb.gov.ph and training@gppb.gov.ph.


VILLA BLANCA HOTEL
 No. 13 PATTANI ST. UJAC NORTE
 TUGUEGARAO CITY
 TEL. No. 844-~~844~~ 844-8440
 FAX No. (078) 848-8481


 Mr. William G. Basarara
 Procurement Officer

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

Legend:

* - **MANDATORY REQUIREMENTS.** Failure to comply with any of the mandatory requirements will disqualify your quotation.

| | | | | | |
|--|--------------|----------------------|-------------------------------------|--------------------------|--|
| <p>Lease of Venue and Hotel Accommodations for the Training Roll-out to the 12 Selected Municipalities of the CSO and LGU Procurement Manual: Training for Amulung, Cagayan</p> | <p>1 lot</p> | <p>PHP400,000.00</p> | | | |
| <p><i>Technical Specifications:</i></p> | | | | | |
| <p>I. Availability</p> | | | | | |
| <p>1. 11-16 February 2013, 6D/3N (for GPPB-TSO personnel)*, and</p> | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <p>2. 12-15 February 2013, 4D/3N* (for participants)</p> | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <p>II. Location</p> | | | | | |
| <p>1. Within Tuguegarao City*</p> | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <p>2. Free parking space reserved within or near venue</p> | | | | | |
| <p>a. 4 slots</p> | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| <p>b. 3 slots</p> | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>c. 2 slots</p> | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>d. 1 slot</p> | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| <p>III. Neighborhood Data</p> | | | | | |
| <p>1. Proper waste management system such as regular garbage collection and with sanitary permit from appropriate authority</p> | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

| | | | | | |
|---|--|--|---|----|--|
| 2. Proximity to police and fire stations | | | ✓ | [] | |
| 3. 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 of Function Room: <i>Day 1-4 (7:00 a.m. - 7:00 p.m.)</i> Available one (1) Function Room* a. Round table setup for at least 35-45 participants b. Room must not contain pillars* c. Amenities include: i. Secretariat's table* ii. At least 3 microphones units* iii. Projector screen and table for LCD Projector* iv. Podium* v. Pads, pencils, and candies vi. Whiteboard and/or flipchart, and markers* vii. Free and steady wifi connection for Secretariat viii. Waived charges for use of laptops and projector for Secretariat* d. Area should accommodate 40-60 participants* | | | ✓ | [] | |
| 3. Room arrangement: At least twin sharing, inclusive of breakfast: | | | ✓ | [] | |

| | | | | | |
|---|--|--|---|--|--|
| <p>a. Available 2 rooms (4 pax) on 11-15 February 2013 (5D/4N)*</p> <p>b. Available 15-18 rooms (30-36 pax) on 12-15 February 2013 (4D/3N)*</p> | | | <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | |
| <p>4. Facilities:</p> <p>a. Continuous water supply & accessible comfort room*</p> <p>b. Compliance with the standards provided by the Building Code of the Philippines*</p> <p>c. At least two (2) operational elevators (24/7)</p> <p>d. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler*</p> <p>e. Available telephone and/or internet connection within the premises of the building</p> <p>f. Audible/operational sound system*</p> | | | <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | |
| <p>5. Other requirements:</p> <p>a. Provision of janitorial and maintenance services*</p> <p>b. Ambience promotes learning</p> <p>c. Adequate security service (24/7)*</p> | | | <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> | <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> | |
| <p>6. Catering Services</p> <p>a. Location must be inside the Function Room and/or outside of, but near the Function Room*</p> | | | <p><input checked="" type="checkbox"/></p> | <p><input type="checkbox"/></p> | |

| | | | | |
|--|--|--|-------------------------------------|--------------------------|
| b. Meals for 10-15 pax * | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| i. Four (4) All-in-one (3) P&A meals* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ii. Four (4) buffet lunch* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1. Salads/ soup* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Main course (at least 2 varieties of meat, and 1 variant of vegetable; or at least 1 variant of meat, 1 variant of fish, and 1 variant of vegetables)* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Rice* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Dessert* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| iii. Three (3) buffet dinner* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 1. Salad/or soup* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Main course (at least 2 varieties of meat, and 1 variant of vegetable; or at least 1 variant of meat, 1 variant of fish, and 1 variant of vegetables)* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Rice* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Dessert* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| iv. Drinks (at least one count of hard non-alcohol for every meal and every snack)* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| v. Free flowing coffee and tea* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. Client's satisfactory rating based on online hotel reviews | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Please quote your best offer based on the following:

| | |
|--|---|
| Offered rate TWIN SHARING (inclusive of breakfast) | 722.00 rooms / day |
| All snacks / pax | 75.00 / pax |
| P&A meals / pax | 100.00 / pax |
| Bottle Amish / pax | 100.00 / pax |
| Buffet dinner / pax | 100.00 / pax |
| Other charges | |

Janet Brunagge

Signature over Printed Name

844124

Office Telephone No.

917665161

Mobile No.

villablanca.brunagge@yahoo.com

Email address

| | | | | | |
|--|--|--|-------------------------------------|--------------------------|--|
| b. Meals for 35-45 pax * | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| i. Four (4) AM and three (3) PM snacks* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| ii. Four (4) buffet lunch* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 1. Salad/or soup* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2. Main course (at least 2 variants of meat, and 1 variant of vegetables; or at least 1 variant of meat, 1 variant of fish, and 1 variant of vegetables)* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 3. Rice* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 4. Dessert* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| iii. Three (3) buffet dinner* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 1. Salad/or soup* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 2. Main course (at least 2 variants of meat, and 1 variant of vegetables; or at least 1 variant of meat, 1 variant of fish, and 1 variant of vegetables)* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 3. Rice* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 4. Dessert* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| iv. Drinks (at least one round of hard tea/juice for every meal and every snack)* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| v. Free flowing coffee and tea* | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| vi. Satisfactory rating based on online hotel reviews | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

Please quote your best offer based on the following:

| | |
|---|---------------------------|
| Offered rate TWIN SHARING (inclusive of breakfast) | 600.00 room / day |
| AM snacks / pax | 75.00 / pax |
| PM snacks / pax | 75.00 / pax |
| Buffet lunch / pax | 190.00 / pax |
| Buffet dinner / pax | 190.00 / pax |
| Other charges: | Free flowing coffee & tea |

→ pls. double check ... thanks.

Business Permit Certificate



Hon. Delfin T. Ting
City Mayor



Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY
OFFICE OF THE CITY MAYOR

MAYOR'S PERMIT

For having complied with the basic applicable requirements in accordance with the City's policies, rules and regulations, Permit is hereby granted to this business establishment in this line and location that will expire on December 31, 2013, subject, however, to all existing laws, rules and regulations governing the operation of business establishment in this City.

DEVELOPING **T**UGUEGARAO **T**OGETHER

Villa Blanca Hotel

Owner/President/Corporate Treasurer (OPT)

TOMASA A. SO

| Amount | Q.R. No. | Date Paid | Balance |
|-----------|----------|-----------|-----------|
| 32,250.00 | 1176043 | 17-Jan-13 | 32,250.00 |

Business Address

13 Pattau St. Ugac Norte

Quarterly

Residence/Home Office Address

13 Pattau St. Ugac Norte

Citizenship

Philippine

Employment

Private

Organization (if COOP)

None

Form of Organization

Corporation

Level of Operation

Local Level

Line of Business

Service

Details of Goods/Services

Hotel

DELFIN T. TING

City Mayor

Important:

- Permit is non-transferable and not valid if there are alterations and erasures and unless paid and updated;
- Fasten Business Plates inside but visible outside Stickers placed thereon;
- Notify this Office immediately whenever change takes place in ownership, nature, location, area and goods & services; and
- Please remember to pay Business Plate fee when transacting with DPIC

Renew **1381**



Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

NOTICE OF AWARD

7 February 2013

MS. JANET BUNAGAN
VILLA BLANCA HOTEL
Pallua Rd.
Tuguegarao City

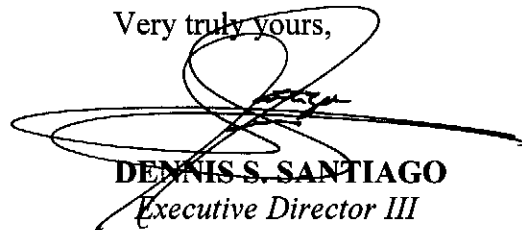
Dear Ms. Bunagan:

We are pleased to inform you that your quotation for the procurement of the **Lease of Venue for the Training Roll-Out to the Twelve (12) Selected Municipalities of the CSO and LGU Procurement Manual (Training Venue in Tuguegarao City)** with the corresponding bid price of **One Hundred Thirty One Thousand Four Hundred Seventy Five Pesos (PhP131,475.00)** has been determined to be the lowest submitted price quotation.

Kindly send the copy of the Contract for said project for our review and perusal not later than 11 February 2013. The Contract shall be approved at the soonest possible time in accordance with the Guidelines on Procurement under IBRD Loans and Credits of the World Bank.

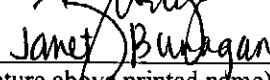
We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under the project.

Very truly yours,



DENNIS S. SANTIAGO
Executive Director III

Received By:


Janet Bunagan
(Signature above printed name)

2/11/2013
(Date and Time of receipt)

*Kindly fax to sender to acknowledge receipt



Villa Blanca Hotel
 18 Pattawi St., Ugac Norte, Tuguegarao City
 Hotline: (078) 844-1819 Tele. Fax.: (078) 844-6786
 villablancatuguegarao@yahoo.com
 www.villablancahotel.com.ph
 TIN #: 006-126-314-001

FEBRUARY 12-15, 2013

CONTRACT AGREEMENT

BETWEEN:
DEPARTMENT of BUDGET and MANAGEMENT
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE
(DBM-GPPB-TSO)

AND
Villa Blanca Hotel PRESENTED BY:
JANET BUNAGAN (Hotel Manager)

Lodging: February 11-15, 2013

5 nights - 6 days 2 rooms @ P750.00 X 5 nights = P7,500.00

February 12-15, 2013

3 nights - 4 days 18 rooms @ P750.00 X 3 nights = P40,500.00

Sub-total Accommodations:

P48,000.00

Meals:

February 12, 2013

AM SNACK 45pax X 75.00 = P3,375.00

LUNCH 45pax X 190.00 = P8,550.00

PM SNACK 45pax X 75.00 = P3,375.00

DINNER 45pax X 190.00 = P8,550.00

TOTAL

P23,850.00

February 13, 2013

AM SNACK 45pax X 75.00 = P3,375.00

LUNCH 45pax X 190.00 = P8,550.00

PM SNACK 45pax X 75.00 = P3,375.00

DINNER 45pax X 190.00 = P8,550.00

TOTAL

P23,850.00

February 14, 2013

AM SNACK 45pax X 75.00 = P3,375.00

LUNCH 45pax X 190.00 = P8,550.00

PM SNACK 45pax X 75.00 = P3,375.00

DINNER 45pax X 190.00 = P8,550.00

TOTAL

P23,850.00

February 15, 2013

AM SNACK 45pax X 75.00 = P3,375.00

LUNCH 45pax X 190.00 = P8,550.00

TOTAL

P11,925.00

SUB-TOTAL MEALS :

P83,475.00

GRAND TOTAL ACCOMMODATION & MEALS:

P131,475.00

TERMS AND CONDITIONS:

- Free use of function hall.
- Free flowing brewed coffee and mineral water.
- Free use of white screen with pen.
- Free use of sound system.
- Free use of WIFI.
- Send bill arrangement is agreed by both parties and can be settled through bank to bank payment within 15-30 calendar days.

The following is the bank details for easy payments:

Pay to Villa Blanca Hotel

Bank name: Citibank Tuguegarao Branch

Account Name: Tuguegarao

Account Number: 549900010011

DENNIS S. SANTIAGO

CONFORME:

Executive Director III

(DBM-GPPB-TSO) REPRESENTATIVE

JANET BUNAGAN