



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



REQUEST FOR QUOTATION

Date: 09 June 2023
RFQ No.: 021-2023

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (**required**): _____

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure **Lease of Venue for Municipal Local Government Units Training for Five (5) Batches** through **Section 53.10 (Negotiated Procurement – Lease of Real Property and Venue)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	Lease of Venue for Municipal Local Government Units Training – Legazpi City	PhP367,000.00
2	Lease of Venue for Municipal Local Government Units Training – Laoag City	PhP342,000.00
3	Lease of Venue for Municipal Local Government Units Training - Davao City	PhP422,000.00
4	Lease of Venue for Municipal Local Government Units Training - Bohol	PhP308,000.00
5	Lease of Venue for Municipal Local Government Units Training - Cagayan De Oro	PhP345,000.00

Interested service providers may submit a quotation in any of the above enumerated lots or items, and evaluation, including award of contract, will be undertaken on a per lot or item basis.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **5:00 PM of 15 June 2023**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

MS. JULIE D. ABRIGO

Chairperson, Bids and Awards Committee

Unit 2506, Raffles Corporate Center, 1605 Emerald Ave, Ortigas Center, Pasig

Telephone No.: (+632) 7900-6740 to 41 and 43 to 44

Email: bacsec@gppb.gov.ph

Interested service provider shall also submit the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- Copy of 2023 Mayors' or Business Permit; and
- Latest Income/Business Tax Return

For any clarification, you may contact the BAC Secretariat at (+632) 7900-6740 to 41 and 43 to 44 or send email to bacsec@gppb.gov.ph.



JULIE D. ABRIGO
Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at bacsecgppb@gppb.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline 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. 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **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 account of the supplier, contractor, or consultant.**

11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

Lot 1: Lease of Venue for Municipal Local Government Units Training - Legazpi		
Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications shall be rejected.		
Requirements:		
I. Venue shall be Department of Tourism (DOT) accredited		
II. Availability of the Function Room during event date with minimum of 90 sq.m floor area (to be confirmed a week before the training schedule)		
a. Event Date: MLGU Batch 1: 05 to 07 July 2023 (Legazpi City) <i>In case of Fortuitous Event, the Training shall be rescheduled on the date agreed upon by GPPB-TSO and Service Provider</i>		
III. Location a. Legazpi		
b. Free parking space reserved within or near venue (Minimum of 2 slots-reserved for resource speakers from the area)		
IV. 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		
V. Venue a. Structural Condition: The foundation is made of concrete and structural steel materials or a combination of both.		
b. Functionality of Function Room: i. Available one (1) Function Room on the schedule from 7:00 AM to 6:00 PM on the first and second day (with 1 hour allotment for ingress and egress), and until 4:00 PM on the third day		
ii. Classroom set up for eighty (80) participants with social distancing and one dedicated table Secretariats that will serve as registration area at the entrance door.		
iii. No obstructing pillars		

iv. Amenities includes: 1. At least (3) microphone units, preferably wireless with stand and a sound system 2. Projector, Projector screen and table for LCD Projector 3. Podium 4. Philippine Flag and Pole 5. Whiteboard and/or flipchart and markers 6. Free and steady Wi-Fi connection for Secretariat and Participants, with at least 50 mbps dedicated connection 7. Waived electricity charges for use of laptops and projectors 8. Audible/Operational Sound System 9. Extension wires for use of Secretariat and participants 10. Welcome Tarpaulin and directional signages		
c. Rooms and Facilities		
i. Compliant to basic protective safety measures against COVID-19 and guidelines on social distancing		
ii. Continuous water supply & accessible comfort rooms (separate male and female)		
iii. Compliance with the standards provided by the Building Code of the Philippines		
iv. At least one (1) Operational Elevator for four (4) or more storey buildings		
v. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler		
vi. Available Telephone and/or internet Connection within the premises of the Building		
vi. Room Accommodations Terms and Condition:		
Structural condition: The foundation is made of concrete and structural steel materials or combination of both		
Twin-Sharing Room Accommodation for six (6) to seven (7) pax from 04 July 2023 to 08 July 2023 with the following details: a. Four (4) secretariats will CHECK-IN on <u>04 July 2023</u> b. Two (2) to three (3) secretariats will CHECK-IN on <u>05 July 2023.</u> c. ALL secretariat will CHECK-OUT on <u>08 July 2023</u>		
At least two (2) electrical outlet per room		
Own toilet and bath with hot and cold shower and continuous water supply		
Provision of towel and toiletries		
Free and steady Wi-Fi all rooms, with at least 5 mbps dedicated connection		
d. Other Services		
i. Provision of janitorial and maintenance services		
ii. Designated contact person		
iii. adequate security services (24/7)		
iv. Use of reusable water for toilet flushing		

v. Use of energy efficient lighting (LED day light)		
vi. Options for multiple-use toiletries		
vii. Compliance with Tourism Act of 2009 as industry standard		
e. Catering Services (Guaranteed number of participants shall be confirmed a week before the training event)		
i. Does not use plastic, disposable cups and spoons and forks, instead reusable take out boxes and the like		
ii. Location must be inside Function Room and/or outside but near the Function Room		
iii. Meals for eighty (80) participants and six to seven (6 to 7) GPPB-TSO Secretariat and one (1) Resource Speaker, with the following details: 1. AM and PM Snacks; 2. Buffet Lunch composed of the following: a. Salad/Soup b. Main Course: (At least two (2) variants of Meat/ At least one (1) Variant of Meat and one (1) Variant of Fish and one (1) Variant of Vegetables) c. Rice d. Dessert <i>(Note: The No. of Participants shall be confirmed by the GPPB-TSO a week before the training schedule; payment shall be based on the actual number of participants as confirmed by the GPPB-TSO)</i>		
iv. Meals for six to seven (6 to 7) Secretariat on the following dates: a. 05 to 08 July 2023 - Breakfast b. 04 to 07 July 2023 – Dinner <i>(Note: The No. of Participants shall be confirmed by the GPPB-TSO a week before the training schedule; payment shall be based on the actual number of participants as confirmed by the GPPB-TSO)</i>		
3. Drinks (At least one (1) round of Iced Tea/ Juice for every meal and every snack)		
4. Provision of free-flowing brewed coffee		
f. Client's satisfactory rating based on online hotel reviews		
Rating Factor	Assigned Weights	
Availability	___ x (.35) =	
Location and Site Condition	___ x (.30) =	
Neighborhood Data	___ x (.05) =	
Venue	___ x (.30) =	
Passing Rate: 85%		

Lot 2: Lease of Venue for Municipal Local Government Units Training – Laoag City		
Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications shall be rejected.		
Requirements:		
I. Venue shall be Department of Tourism (DOT) accredited		
II. Availability of the Function Room during event date with minimum of 90 sqm floor area (to be confirmed a week before the training schedule)		
a. Event Date: MLGU Batch 2: 12 to 14 July 2023 (Laoag City)		
III. Location a. Laoag City		
b. Free parking space reserved within or near venue (Minimum of 2 slots-reserved for resource speakers from the area)		
IV. 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		
V. Venue a. Structural Condition: The foundation is made of concrete and structural steel materials or a combination of both.		
b. Functionality of Function Room: i. Available one (1) Function Room on the schedule from 7:00 AM to 6:00 PM on the first and second day (with 1 hour allotment for ingress and egress), and until 4:00 PM on the third day		
ii. Classroom set up for eighty (80) participants with social distancing and one dedicated table Secretariats that will served as registration area at the entrance door.		
iii. No obstructing pillars		
iv. Amenities includes: 1. At least (3) microphone units, preferably wireless with stand and a sound system 2. Projector, Projector screen and table for LCD Projector 3. Podium 4. Philippine Flag and Pole 5. Whiteboard and/or flipchart and markers 6. Free and steady Wi-Fi connection for Secretariat and Participants, with at least 50 mbps dedicated connection 7. Waived electricity charges for use of laptops and projectors 8. Audible/Operational Sound System 9. Extension wires for use of Secretariat and participants 10. Welcome Tarpaulin and directional signages		
c. Rooms and Facilities		

i. Compliant to basic protective safety measures against COVID-19 and guidelines on social distancing		
ii. Continuous water supply & accessible comfort rooms (separate male and female)		
iii. Compliance with the standards provided by the Building Code of the Philippines		
iv. At least one (1) Operational Elevator for four (4) or more storey buildings		
v. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler		
vi. Available Telephone and/or internet Connection within the premises of the Building		
vi. Room Accommodations Terms and Condition:		
Structural condition: The foundation is made of concrete and structural steel materials or combination of both		
Room Accommodation for six to eight (6 to 8) pax from 11 to 15 July 2023, with the following details:		
<ul style="list-style-type: none"> a. Twin Sharing <ul style="list-style-type: none"> - Five to six (5 to 6) pax will CHECK-IN on <u>11 July 2023</u> - One pax will CHECK-IN on <u>12 July 2023</u> b. Executive Room <ul style="list-style-type: none"> - One (1) pax will CHECK-IN on <u>12 July 2023</u> c. ALL will CHECK-OUT on <u>15 July 2023.</u> 		
At least two (2) electrical outlet per room		
Own toilet and bath with hot and cold shower and continuous water supply		
Provision of towel and toiletries		
Free and steady Wi-Fi all rooms, with at least 5 mbps dedicated connection		
d. Other Services		
i. Provision of janitorial and maintenance services		
ii. Designated contact person		
iii. adequate security services (24/7)		
iv. Use of reusable water for toilet flushing		
v. Use of energy efficient lighting (LED day light)		
vi. Options for multiple-use toiletries		
vii. Compliance with Tourism Act of 2009 as industry standard		
e. Catering Services (Guaranteed number of participants shall be confirmed a week before the training event)		
i. Does not use plastic, disposable cups and spoons and forks, instead reusable take out boxes and the like		
ii. Location must be inside Function Room and/or outside but near the Function Room		

<p>iii. Meals for eighty (80) participants and six to seven (6 to 7) GPPB-TSO Secretariats and one (1) Resource Speaker, with the following details:</p> <ol style="list-style-type: none"> 1. AM and PM Snacks; 2. Buffet Lunch composed of the following: <ol style="list-style-type: none"> a. Salad/Soup b. Main Course: (At least two (2) variants of Meat/ At least one (1) Variant of Meat and one (1) Variant of Fish and one (1) Variant of Vegetables) c. Rice d. Dessert <p><i>(Note: The No. of Participants shall be confirmed by the GPPB-TSO a week before the training schedule; payment shall be based on the actual number of participants as confirmed by the GPPB-TSO)</i></p>		
<p>iv. Meals for 6 to 8 Secretariat on the following dates:</p> <ol style="list-style-type: none"> a. 12 to 15 July 2023 – Breakfast for 6 to 8 personnel b. 11 July 2023 – Dinner for 5 to 6 secretariat c. 12 to 14 July 2023 - Dinner for 6 to 8 personnel <p><i>(Note: The No. of Participants shall be confirmed by the GPPB-TSO a week before the training schedule; payment shall be based on the actual number of participants as confirmed by the GPPB-TSO)</i></p>		
3. Drinks (At least one (1) round of Iced Tea/ Juice for every meal and every snack)		
4. Provision of free-flowing brewed coffee		
g. Client's satisfactory rating based on online hotel reviews		
Rating Factor	Assigned Weights	
Availability	___ x (.35) =	
Location and Site Condition	___ x (.30) =	
Neighborhood Data	___ x (.05) =	
Venue	___ x (.30) =	
Passing Rate: 85%		

Lot 3: Lease of Venue for Municipal Local Government Units Training – Davao City		
Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications shall be rejected.		
Requirements:		
I. Venue shall be Department of Tourism (DOT) accredited		
II. Availability of the Function Room during event date with minimum of 90 sq.m floor area (to be confirmed a week before the training schedule)		

a. Event Date: MLGU Batch 3: 19 to 21 July 2023 (Davao City)		
III. Location		
a. Davao City		
b. Free parking space reserved within or near venue (Minimum of 2 slots-reserved for resource speakers from the area		
IV. 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		
V. Venue		
a. Structural Condition: The foundation is made of concrete and structural steel materials or a combination of both.		
b. Functionality of Function Room:		
i. Available one (1) Function Room on the schedule from 7:00 AM to 6:00 PM on the first and second day (with 1 hour allotment for ingress and egress), and until 4:00 PM on the third day		
ii. Classroom set up for eighty (80) participants with social distancing and one dedicated table Secretariats that will served as registration area at the entrance door.		
iii. No obstructing pillars		
iv. Amenities includes: 1. At least (3) microphone units, preferably wireless with stand and a sound system 2. Projector, Projector screen and table for LCD Projector 3. Podium 4. Philippine Flag and Pole 5. Whiteboard and/or flipchart and markers 6. Free and steady Wi-Fi connection for Secretariat and Participants, with at least 50 mbps dedicated connection 7. Waived electricity charges for use of laptops and projectors 8. Audible/Operational Sound System 9. Extension wires for use of Secretariat and participants 10. Welcome Tarpaulin and directional signages		
c. Rooms and Facilities		
i. Compliant to basic protective safety measures against COVID-19 and guidelines on social distancing		
ii. Continuous water supply & accessible comfort rooms (separate male and female)		
iii. Compliance with the standards provided by the Building Code of the Philippines		
iv. At least one (1) Operational Elevator for four (4) or more storey buildings		
v. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler		
vi. Available Telephone and/or internet Connection within the premises of the Building		

vi. Room Accommodations Terms and Condition:		
Structural condition: The foundation is made of concrete and structural steel materials or combination of both		
Twin-Sharing Room Accommodation for five (5) to six (6) pax from 18 July 2023 to 21 July 2023 with the following details: a. Four (4) secretariats will CHECK-IN on <u>18 July 2023</u> b. One (1) to two (2) secretariats will CHECK-IN on <u>19 July 2023.</u> c. ALL secretariat will CHECK-OUT on <u>21 July 2023</u>		
At least two (2) electrical outlet per room		
Own toilet and bath with hot and cold shower and continuous water supply		
Provision of towel and toiletries		
Free and steady Wi-Fi all rooms, with at least 5 mbps dedicated connection		
d. Other Services i. Provision of janitorial and maintenance services		
ii. Designated contact person		
iii. adequate security services (24/7)		
iv. Use of reusable water for toilet flushing		
v. Use of energy efficient lighting (LED day light)		
vi. Options for multiple-use toiletries		
vii. Compliance with Tourism Act of 2009 as industry standard		
e. Catering Services (Guaranteed number of participants shall be confirmed a week before the training event) i. Does not use plastic, disposable cups and spoons and forks, instead reusable take out boxes and the like		
ii. Location must be inside Function Room and/or outside but near the Function Room		
iii. Meals for eighty (80) participants and five to six (5 to 6) GPPB-TSO Secretariat and one (1) Resource Speakers, with the following details: 1. AM and PM Snacks; 2. Buffet Lunch composed of the following: a. Salad/Soup b. Main Course: (At least two (2) variants of Meat/ At least one (1) Variant of Meat and one (1) Variant of Fish and one (1) Variant of Vegetables) c. Rice d. Dessert		
<i>(Note: The No. of Participants shall be confirmed by the GPPB-TSO a week before the training schedule; payment shall be based on the actual number of participants as confirmed by the GPPB-TSO)</i>		

iv. Meals for Secretariat on the following dates: a. 19 to 21 July 2023 – Breakfast for 5 to 6 personnel b. 18 July 2023 – Dinner for 4 personnel c. 19 to 20 July 2023 – Dinner for 5 to 6 personnel <i>(Note: The No. of Participants shall be confirmed by the GPPB-TSO a week before the training schedule; payment shall be based on the actual number of participants as confirmed by the GPPB-TSO)</i>		
3. Drinks (At least one (1) round of Iced Tea/ Juice for every meal and every snack)		
4. Provision of free-flowing brewed coffee		
f. Client’s satisfactory rating based on online hotel reviews		
Rating Factor	Assigned Weights	
Availability	___ x (.35) =	
Location and Site Condition	___ x (.30) =	
Neighborhood Data	___ x (.05) =	
Venue	___ x (.30) =	
Passing Rate: 85%		

Lot 4: Lease of Venue for Municipal Local Government Units Training - Bohol		
Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications shall be rejected.		
Requirements:		
I. Venue shall be Department of Tourism (DOT) accredited		
II. Availability of the Function Room during event date with minimum of 90 sq.m floor area (to be confirmed a week before the training schedule)		
a. Event Date: MLGU Batch 4: 26 to 28 July 2023 (Bohol)		
III. Location a. Bohol		
b. Free parking space reserved within or near venue (Minimum of 2 slots-reserved for resource speakers from the area)		
IV. 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		

V. Venue		
a. Structural Condition: The foundation is made of concrete and structural steel materials or a combination of both.		
b. Functionality of Function Room:		
i. Available one (1) Function Room on the schedule from 7:00 AM to 6:00 PM on the first and second day (with 1 hour allotment for ingress and egress), and until 4:00 PM on the third day		
ii. Classroom set up for eighty (80) participants with social distancing and one dedicated table Secretariats that will served as registration area at the entrance door.		
iii. No obstructing pillars		
iv. Amenities includes:		
1. At least (3) microphone units, preferably wireless with stand and a sound system		
2. Projector, Projector screen and table for LCD Projector		
3. Podium		
4. Philippine Flag and Pole		
5. Whiteboard and/or flipchart and markers		
6. Free and steady Wi-Fi connection for Secretariat and Participants, with at least 50 mbps dedicated connection		
7. Waived electricity charges for use of laptops and projectors		
8. Audible/Operational Sound System		
9. Extension wires for use of Secretariat and participants		
10. Welcome Tarpaulin and directional signages		
c. Rooms and Facilities		
i. Compliant to basic protective safety measures against COVID-19 and guidelines on social distancing		
ii. Continuous water supply & accessible comfort rooms (separate male and female)		
iii. Compliance with the standards provided by the Building Code of the Philippines		
iv. At least one (1) Operational Elevator for four (4) or more storey buildings		
v. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler		
vi. Available Telephone and/or internet Connection within the premises of the Building		
vi. Room Accommodations Terms and Condition:		
Structural condition: The foundation is made of concrete and structural steel materials or combination of both		
Room Accommodation for six (6) to eight (8) pax with the following details:		
a. Twin Sharing		
- Two (2) pax will CHECK-IN on <u>25 July 2023</u>		
- Five (5) pax will CHECK-IN on <u>26 July 2023</u>		
b. Executive Room		
- One (1) pax will CHECK-IN on <u>26 July 2023</u>		

<p>c. ALL will CHECK-OUT on <u>28 July 2023.</u></p>		
<p>At least two (2) electrical outlet per room</p>		
<p>Own toilet and bath with hot and cold shower and continuous water supply</p>		
<p>Provision of towel and toiletries</p>		
<p>Free and steady Wi-Fi all rooms, with at least 5 mbps dedicated connection</p>		
<p>d. Other Services i. Provision of janitorial and maintenance services</p>		
<p>ii. Designated contact person</p>		
<p>iii. adequate security services (24/7)</p>		
<p>iv. Use of reusable water for toilet flushing</p>		
<p>v. Use of energy efficient lighting (LED day light)</p>		
<p>vi. Options for multiple-use toiletries</p>		
<p>vii. Compliance with Tourism Act of 2009 as industry standard</p>		
<p>e. Catering Services (Guaranteed number of participants shall be confirmed a week before the training event) i. Does not use plastic, disposable cups and spoons and forks, instead reusable take out boxes and the like</p>		
<p>ii. Location must be inside Function Room and/or outside but near the Function Room</p>		
<p>iii. Meals for eighty (80) participants and six (6) GPPB-TSO Secretariat and one (1) Resource Speakers, composed of the following: 1. AM and PM Snacks; 2. Buffet Lunch composed of the following: a. Salad/Soup b. Main Course: (At least two (2) variants of Meat/ At least one (1) Variant of Meat and one (1) Variant of Fish and one (1) Variant of Vegetables) c. Rice d. Dessert</p> <p><i>(Note: The No. of Participants shall be confirmed by the GPPB-TSO a week before the training schedule; payment shall be based on the actual number of participants as confirmed by the GPPB-TSO)</i></p>		
<p>iv. Meals for the Secretariat on the following dates: a. 26 to 28 July 2023 – Breakfast for 6-8 personnel b. 25 July 2023 – Dinner for 2 personnel c. 26 to 27 July 2023 – Dinner for 6-8 personnel</p> <p><i>(Note: The No. of Participants shall be confirmed by the GPPB-TSO a week before the training schedule; payment shall be based on the actual number of participants as confirmed by the GPPB-TSO)</i></p>		

3. Drinks (At least one (1) round of Iced Tea/ Juice for every meal and every snack)		
4. Provision of free-flowing brewed coffee		
f. Client's satisfactory rating based on online hotel reviews		
Rating Factor	Assigned Weights	
Availability	___ x (.35) =	
Location and Site Condition	___ x (.30) =	
Neighborhood Data	___ x (.05) =	
Venue	___ x (.30) =	
Passing Rate: 85%		

Lot 5: Lease of Venue for Municipal Local Government Units Training – Cagayan De Oro		
Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.		
Requirements:		
I. Venue shall be Department of Tourism (DOT) accredited		
II. Availability of the Function Room during event date with minimum of 90 sq.m floor area (to be confirmed a week before the training schedule)		
a. Event Date: MLGU Batch 5: 02 to 04 August 2023 (Cagayan De Oro City)		
III. Location		
a. Cagayan De Oro City		
b. Free parking space reserved within or near venue (Minimum of 2 slots-reserved for resource speakers from the area)		
IV. 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		
V. Venue		
a. Structural Condition: The foundation is made of concrete and structural steel materials or a combination of both.		
b. Functionality of Function Room:		
i. Available one (1) Function Room on the schedule from 7:00 AM to 6:00 PM on the first and second day (with 1 hour allotment for ingress and egress), and until 4:00 PM on the third day		
ii. Classroom set up for eighty (80) participants with social distancing and one dedicated table Secretariats that will served as registration area at the entrance door.		
iii. No obstructing pillars		

<p>iv. Amenities includes:</p> <ol style="list-style-type: none"> 1. At least (3) microphone units, preferably wireless with stand and a sound system 2. Projector, Projector screen and table for LCD Projector 3. Podium 4. Philippine Flag and Pole 5. Whiteboard and/or flipchart and markers 6. Free and steady Wi-Fi connection for Secretariat and Participants, with at least 50 mbps dedicated connection 7. Waived electricity charges for use of laptops and projectors 8. Audible/Operational Sound System 9. Extension wires for use of Secretariat and participants 10. Welcome Tarpaulin and directional signages 		
c. Rooms and Facilities		
i. Compliant to basic protective safety measures against COVID-19 and guidelines on social distancing		
ii. Continuous water supply & accessible comfort rooms (separate male and female)		
iii. Compliance with the standards provided by the Building Code of the Philippines		
iv. At least one (1) Operational Elevator for four (4) or more storey buildings		
v. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler		
vi. Available Telephone and/or internet Connection within the premises of the Building		
vi. Room Accommodations Terms and Condition:		
Structural condition: The foundation is made of concrete and structural steel materials or combination of both		
<p>Room Accommodation for six to seven (6 to 7) pax with the following details:</p> <ol style="list-style-type: none"> a. Twin Sharing <ul style="list-style-type: none"> - Three (3) pax will CHECK-IN on <u>01 August 2023</u> - Two to three (2 to 3) pax will CHECK-IN on <u>02 August 2023</u> b. Executive Room <ul style="list-style-type: none"> - One (1) pax will CHECK-IN on <u>02 August 2023</u> c. ALL will CHECK-OUT on <u>04 August 2023.</u> 		
At least two (2) electrical outlet per room		
Own toilet and bath with hot and cold shower and continuous water supply		
Provision of towel and toiletries		
Free and steady Wi-Fi all rooms, with at least 5 mbps dedicated connection		
e. Other Services		
i. Provision of janitorial and maintenance services		

ii. Designated contact person		
iii. adequate security services (24/7)		
iv. Use of reusable water for toilet flushing		
v. Use of energy efficient lighting (LED day light)		
vi. Options for multiple-use toiletries		
vii. Compliance with Tourism Act of 2009 as industry standard		
f. Catering Services (Guaranteed number of participants shall be confirmed a week before the training event)		
i. Does not use plastic, disposable cups and spoons and forks, instead reusable take out boxes and the like		
ii. Location must be inside Function Room and/or outside but near the Function Room		
iii. Meals for eighty (80) participants and six to seven (6 to 7) GPPB-TSO Secretariat, and one (1) Resource Speakers, composed of the following: 1. AM and PM Snacks; 2. Buffet Lunch composed of the following: a. Salad/Soup b. Main Course: (At least two (2) variants of Meat/ At least one (1) Variant of Meat and one (1) Variant of Fish and one (1) Variant of Vegetables) c. Rice d. Dessert <i>(Note: The No. of Participants shall be confirmed by the GPPB-TSO a week before the training schedule; payment shall be based on the actual number of participants as confirmed by the GPPB-TSO)</i>		
iv. Meals for the Secretariat on the following dates: a. 02 to 04 August 2023 – Breakfast for 6 to 7 personnel b. 01 August 2023 – Dinner for 3 personnel c. 02 to 03 August 2023 – Dinner for 6 to 7 personnel <i>(Note: The No. of Participants shall be confirmed by the GPPB-TSO a week before the training schedule; payment shall be based on the actual number of participants as confirmed by the GPPB-TSO)</i>		
3. Drinks (At least one (1) round of Iced Tea/ Juice for every meal and every snack)		
4. Provision of free-flowing brewed coffee		
g. Client's satisfactory rating based on online hotel reviews		
Rating Factor	Assigned Weights	
Availability	___ x (.35) =	
Location and Site Condition	___ x (.30) =	
Neighborhood Data	___ x (.05) =	

Venue	___ x (.30) =
Passing Rate: 85%	

FINANCIAL OFFER:

<p>Terms of Payment:</p> <p><i>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.</i></p> <p><i>Payment shall made based on the actual number of participants.</i></p> <p><u>Payment Details:</u></p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name (should be the exact account name as registered in the bank): _____</p> <p>Bank Branch: _____</p>
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Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Lot 1: Lease of Venue for Municipal Local Government Units Training - Legazpi	
Approved Budget for the Contract	Offered Quotation
Three Hundred Sixty-Seven Thousand Pesos (PhP367,000.00)	<p>In Words:</p> <p>In Figures:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><i>Note: Please attach the breakdown of the offered proposal inclusive of VAT which will be the basis for the computation of unit prices</i></p>	

Lot 2: Lease of Venue for Municipal Local Government Units Training – Laoag City	
Approved Budget for the Contract	Offered Quotation
Three Hundred Forty-Two Thousand Pesos (PhP342,000.00)	<p>In Words:</p> <p>In Figures:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><i>Note: Please attach the breakdown of the offered proposal inclusive of VAT which will be the basis for the computation of unit prices</i></p>	

Lot 3: Lease of Venue for Municipal Local Government Units Training – Davao City	
Approved Budget for the Contract	Offered Quotation
Four Hundred Twenty-Two Thousand Pesos (PhP422,000.00)	In Words:
	In Figures:

<i>Note: Please attach the breakdown of the offered proposal inclusive of VAT which will be the basis for the computation of unit prices</i>	

Lot 4: Lease of Venue for Municipal Local Government Units Training – Bohol	
Approved Budget for the Contract	Offered Quotation
Three Hundred Eight Thousand Pesos (PhP308,000.00)	In Words:
	In Figures:

<i>Note: Please attach the breakdown of the offered proposal inclusive of VAT which will be the basis for the computation of unit prices</i>	

Lot 5: Lease of Venue for Municipal Local Government Units Training – Cagayan De Oro	
Approved Budget for the Contract	Offered Quotation
Three Hundred Forty-Five Thousand Pesos (PhP345,000.00)	In Words:
	In Figures:

<i>Note: Please attach the breakdown of the offered proposal inclusive of VAT which will be the basis for the computation of unit prices</i>	

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

Rating Factor	Technical Specifications	Assigned Weights
I. Availability	<p>Actual event dates: Legazpi: 05-07 July 2023 Laoag: 12-14 July 2023 Davao: 19-21 July 2023 Bohol: 26-28 July 2023 Cagayan de Oro: 02-04 August 2023</p> <p>Ingress: Afternoon of the following dates and schedules: Legazpi: 04 July 2023 Laoag: 11 July 2023 Davao: 18 July 2023 Bohol: 25 July 2023 Cagayan de Oro: 01 July 2023</p> <p>Guaranteed 5 live-in pax, provide rate in excess of the guaranteed number, range depends on provided PR and market study</p> <p>Egress: At 4:00 pm of the following dates and schedules: Legazpi: 07 July 2023 Laoag: 14 July 2023 Davao: 21 July 2023 Bohol: 28 July 2023 Cagayan de Oro: 04 August 2023</p> <p>Guaranteed 5 live-in pax, provide rate in excess of the guaranteed number, range depends on provided PR and market study</p>	100%
	Not available	0%
TOTAL-AVAILABILITY		100%
II. Location and Site Condition		
1. Accessibility	Within specified venue	70%
2. Parking space	Free parking space reserved within or near venue (Minimum of two (2) slots - reserved for resource speakers from the area)	30%
Meets minimum	Above Minimum (>2)	30%
Above minimum	Minimum required (2)	20%
Below Minimum	Below Minimum (< 2)	10%
	None	0%
TOTAL-LOCATION AND SITE CONDITION		100%
III. Neighborhood Data		
1. Sanitation and health condition	Proper waste management system such as regular garbage collection and with Sanitary permit from appropriate authority	35%
2. Police and fire station	Proximity to Police and Fire Stations	30%
3. Banking and Postal	Proximity to Banks, Postal, and Telecommunications service providers	35%
TOTAL-NEIGHBORHOOD DATA		100%
IV. Venue		
1. Structural condition	The foundation is made of concrete and structural steel materials or combination of both	3%
	Available required function room on the schedule, from 7:00 AM to 6:00 PM on the first and second day, and until 4:00 PM on the third day	6%
	Classroom set-up for 80 participants with social distancing and one dedicated table for Secretariat	3%
	No obstructing pillars	2%
	Amenities include:	
	At least 3 microphone units	2%

2. Functionality	Projector, Projector screen and table for LCD projector	2%
	Podium	2%
	Philippine flag and pole	2%
	Whiteboard and/or flipchart and markers	2%
	Free and steady and strong wi-fi connection, with at least 50 mbps dedicated connection	3%
	Waived electricity charges for use of laptops and projectors	3%
	Audible/Operational Sound System	4%
	Extension Wires for use of Secretariat and participants	2%
	Welcome Tarpaulin and directional signages	2%
3. Rooms and Facilities	Compliant to basic protective safety measures against COVID-19 and guidelines on social distancing	2%
	Continuous water supply & accessible comfort rooms (separate male and female)	2%
	Compliance with the standards provided by the Building Code of the Philippines	2%
	Operational Elevator for four or more storey buildings	2%
	Accessible emergency fire exit and alarm standby fire extinguisher and automatic sprinkler	2%
	Available Telephone and/or Internet Connection within the premises of the building	2%
4. Room Accommodations Terms and Conditions	Structural condition: The foundation is made of concrete and structural steel materials or combination of both.	2%
	Twin-sharing; and Executive Room (as necessary)	1%
	At least 2 electrical outlets per room	1%
	Own toilet and bath with hot and cold shower and continuous water supply	1%
	Provision of towels and toiletries	1%
	Free and steady and strong wi-fi connection, with at least 5 mbps dedicated connection	1%
5. Other requirements		
a. Maintenance	Provision of janitorial and maintenance services	1%
b. Attractiveness	Ambience promotes learning	2%
c. Security	Adequate security service (24/7)	1%
d. Green Specifications	Use of reusable water for toilet flushing	1%
	Use of energy efficient lighting	1%
	Options for multiple-use toiletries	1%
e. Accreditation	Compliance with Tourism Act of 2009 as industry standard	2%
6. Catering Services	Use of reusable take out boxes and the like	2%
	Location of catering service	2%
	Meals for required no. of participants on identified date/s	3%
	Required no. of snacks	2%
	Required no. of lunch	2%
	Salad/Soup	3%
	Main course (at least 2 Variants of Meat / at least one (1) Variant of Meat and one (1) Variant of Fish, and 1 Variant of Vegetables)	3%
	Rice	3%
	Dessert	2%
	Drinks (at least one round of iced tea/ juice for every meal and every snack)	3%
	Free-flowing coffee	3%

	Breakfast and Dinner for Secretariat	2%
7. Client's satisfactory rating	Client's satisfactory rating, if any	2%
TOTAL-VENUE		100%

Rating Factor	Assigned Weights
Availability	35%
Location and Site Condition	30%
Neighborhood Data	5%
Venue	30%
Passing Rate: 85%	100%