



Republic of the Philippines  
Department of Environment and Natural Resources  
**ENVIRONMENTAL MANAGEMENT BUREAU XI**  
3rd Avenue corner V. Guzman St., Brgy. 27-C, Sta. Ana, Davao City  
Email address: [embdavao@emb.gov.ph](mailto:embdavao@emb.gov.ph) / website: [r11.emb.gov.ph](http://r11.emb.gov.ph) / Tel No.:(082)234-0061



## REQUEST FOR QUOTATION

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RFQ No. & Date : EEIU2021-05-021 / 05-12-2021

PR No. & Date : EEIU2021-04-194 / 04.29.2021

The DENR-Environmental Management Bureau (EMB-XI) Bids and Awards Committee through Environmental Education & Information Unit under the Office of the Regional Director will undertake a Lease of Venue for the Project "Lease of Venue, in accordance with Sec. 53.10 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Food & Function Hall Accommodation  
Approved Budget of the Contract : Twenty Thousand Pesos (P20, 000.00)  
Specifications : See the attached  
Delivery period : May 27-28, 2021

Interested suppliers are required to submit their valid and updated Mayor's Permit, Latest Income Tax Return, Philgeps Registration Number, and price quotation form "A" during submission of offer/quotation.

Award of contract shall be made to the lowest calculated responsive quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Submission of quotation and eligibility documents is on or before May 17, 2021 at the Procurement office, EMB XI, 3<sup>rd</sup> Avenue corner V. Guzman St. Sta Ana, Davao City.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder or his duly authorized representative/s.

For inquiry, you may contact us with this Tel. No. (082) 234 0061 or +639053281340 / 09125378378, email add. [embxiprocurement@emb.gov.ph](mailto:embxiprocurement@emb.gov.ph)

Very truly yours,

  
**MARY CHRISTY A. SAJORGA**  
OIC, Chief Administrative Section

**ANNEX "B"**

**Financial Proposal Submission Sheet**

Date : \_\_\_\_\_

Sir/Madam:

After having carefully read and accepted the terms and conditions in you Request for Quotation, hereunder is our quotation for the venue, food, accomodation and facilities for the

Particular	No. of Pax	Unit Cost (VAT-inclusive)	Total Cost (VAT –inclusive)
Food & Function Hall Accommodation re: Engaging Response to a Cleaner & Greener Environment			
May 27, 2021 – AM snacks, Lunch & PM snacks	10		
May 28, 2021 - AM snacks, Lunch & PM snacks	10		
<b>TOTAL AMOUNT</b>		Php	_____ (Vat Inclusive)  In words:  _____ _____

Very truly yours,

\_\_\_\_\_  
Signature over printed name of Representative

**ANNEX “A”**

**Technical Specifications**

Bidders must state either “comply” or “not comply” in the column “Statement of Compliance” against each of the individual parameters of each specification stating corresponding performance parameter of the service/ equivalent offered.

ITEM	RATING FACTORS	STATEMENT OF COMPLIANCE
<b>I</b>	<b>Availability</b> (Indicative Dates) May 27-28, 2021	
<b>II</b>	<b>Location and Site Condition</b>	
	1. Accessibility	
	2. Parking Space	
<b>III</b>	<b>Neighborhood Data</b>	
	1. Sanitation and health condition	
	2. Police and fire station	
	3. Restaurant	
	4. Banking and Postal	
<b>IV</b>	<b>Venue</b>	
	1. Structural condition	
	2. Functionality <ul style="list-style-type: none"> <li>➤ Function hall</li> <li>➤ Light, ventilation and air conditioning</li> <li>➤ Space requirement to accomodate 10 pax-banquet arrangement</li> </ul>	
	3. Facilities <ul style="list-style-type: none"> <li>➤ Water supply and toilet &amp; bath room</li> <li>➤ Lighting system</li> <li>➤ Fire escapes</li> <li>➤ Fire fighting equipment</li> <li>➤ Strong Wifi/Internet connection and telecommunications</li> <li>➤ Audio –visual equipment</li> <li>➤ Power charges (FOC)</li> </ul>	
	4. Other Requirements <ul style="list-style-type: none"> <li>➤ Maintenance</li> <li>➤ Attractiveness</li> <li>➤ Security</li> <li>➤ Complimentary Welcome Streamer and Directional Markers</li> <li>➤ First Aide Kit</li> <li>➤ Contact Person and two standby staff in the function room</li> </ul>	
<b>V</b>	<b>Other terms &amp; conditions</b>	

	<ul style="list-style-type: none"> <li>➤ No Single use plastic like stirrer, straw &amp; etc.</li> <li>➤ Any amendments of the terms and conditions during the activity proper shall be consulted to the Hotel Owner for negotiation .</li> </ul>	
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I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Supplier/Bidder

\_\_\_\_\_  
Signature Over printed Name of Representative

Date : \_\_\_\_\_