



REQUEST FOR QUOTATION

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RFQ No. & Date : LEGAL(ERF)2021-09-258 / 09.08.2021

PR No. & Date : LEGAL(ERF)2021-09-403 / 09.02.2021

The DENR-Environmental Management Bureau (EMB-XI) Bids and Awards Committee through Legal Unit under the Office of the Regional Director will undertake a 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, Venue and Room Accommodation re: Mass Technical Conference and Consultative Orientation of Project Owners within Talaingod, Davao Del Norte

Approved Budget of the Contract : Sixty Thousand Pesos (P60, 000.00)

Specifications : See the attached

Delivery period : September 29-30, 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 _____ at the Procurement office, EMB XI, 3rd 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 thru this Tel. No. (082) 234 0061 or +639053281340 / 09125378378, email add. embxiprocurement@emb.gov.ph

Very truly yours,


MARY CHRISTY A. SAJORGA
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, Venue and Room Accommodation re: Mass Technical Conference and Consultative Orientation of Project Owners within Talaingod, Davao Del Norte			
Day 1 Full-board AM/PM snacks, Lunch & Dinner (live-out) PM snacks	15 10 15		
Day 2 Breakfast AM/PM snacks & Lunch (Live out) PM snacks	10 25 15		
TOTAL AMOUNT		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
I	Availability (Indicative Dates) September 29-30, 2021	
II	Location and Site Condition	
	1. Accessibility	
	2. Parking Space	
III	Neighborhood Data	
	1. Sanitation and health condition	
	2. Police and fire station	
	3. Restaurant	
	4. Banking and Postal	
IV	Venue	
	1. Structural condition	
	2. Functionality <ul style="list-style-type: none"> ➤ Function hall ➤ Light, ventilation and air conditioning ➤ Space requirement to accommodate 40 pax-banquet arrangement 	
	3. Facilities <ul style="list-style-type: none"> ➤ Water supply and toilet & bath room ➤ Lighting system ➤ Fire escapes ➤ Fire fighting equipment ➤ Strong Wifi/Internet connection and telecommunications ➤ Audio –visual equipment ➤ Power charges (FOC) 	
	4. Other Requirements <ul style="list-style-type: none"> ➤ Maintenance ➤ Attractiveness ➤ Security ➤ Complimentary Welcome Streamer and Directional Markers ➤ First Aide Kit ➤ Contact Person and two standby staff in the function room 	

V	Other terms & conditions <ul style="list-style-type: none"> ➤ No Single use plastic like stirrer, straw & etc. ➤ Any amendments of the terms and conditions during the activity proper shall be consulted to the Hotel Owner for negotiation . 	
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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

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