



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 / website: r11.emb.gov.ph / Tel No.:(082)234-0061

REQUEST FOR QUOTATION

RFQ No. & Date : EEIU2021-09-434 / 10.05.2021

PR No. & Date : EEIU2021-09-436 / 09.29.2021

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 Small Value Procurement 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 : Lease of Venue – Awareness Raising Campaign of Envi. Laws and ENMOs Capacity Building

Approved Budget of the Contract : Three Hundred Nine Thousand Pesos (P309, 000.00)
Specifications : See the attached Annex "A"
Delivery period : October 19-21, 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.


Contract shall be awarded to the lowest calculated responsive quotation submitted, and from which complied and/or have met the minimum description stated above, and with other terms & conditions stated in the price quotation form.

Due for the submission of quotation and eligibility documents will be on or before October 11, 2021 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 or for any other concerns, you may please contact us through Tel (082) 234-0061, Mobile No. 09053281340 or via email embxi.franz@gmail.com / embxiprocurement@emb.gov.ph

Very truly yours,


MARY CHRISTY A. SAJORGA
OIC, Admin. Section

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, Rooms & Function Hall Accommodation - Awareness Raising Campaign of Envi. Laws and ENMOs Capacity Building			
Food & Venue			
October 19, 2021 – Full board	43		
October 20, 2021 – Full board	16		
October 20, 2021 – AM snacks, Lunch & PM snacks	28		
October 21, 2021 – Full board	24		
TOTAL AMOUNT		Php	_____ (Vat Inclusive)
			In words: _____

Very truly yours,

Signature over printed name of Representative_____
Contact No.

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) October 19-21, 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 43 pax-banquet arrangement (social distancing) 	
	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 	

	<ul style="list-style-type: none"> ➤ Contact Person and two standby staff in the function room 	
V	<p>Other terms & conditions</p> <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 . 	

I hereby certify to comply with all the above Technical Specifications.

Name of Supplier/Bidder

Signature Over printed Name of Representative

Date : _____