



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

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## REQUEST FOR QUOTATION

RFQ No. & Date : WAPS2022-01-002 / 01.12.2022

PR No. & Date : WAPS2022-01-014 / 01.10.2022

The DENR-Environmental Management Bureau (EMB-XI) Bids and Awards Committee through WAPS under the Clearance and Permitting Division 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 - CPD Envi-Law Retooling Cum Policy Updates

Approved Budget of  
the Contract : One Hundred Thousand Pesos (P100, 000.00)  
Specifications : See the attached Annex "A"  
Delivery period : January 20 – 21, 2022

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 January 17, 2022 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 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](mailto:embxi.franz@gmail.com) / [embxiprocurement@emb.gov.ph](mailto: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 Rooms, Food & Function Hall Accommodation	No. of Pax	Unit Cost (VAT- inclusive)	Total Cost (VAT –inclusive)
<p style="text-align: center;">Lease of Venue</p> <p style="text-align: center;">January 20, 2022 – Fullboard</p> <p style="text-align: center;">January 21, 2022 – AM snacks, Lunch &amp; PM snacks</p>	30 pax		
<p><b>TOTAL AMOUNT</b></p>		<p style="text-align: center;">Php</p>	<p>_____</p> <p>(Vat Inclusive)</p> <p>In words:</p> <p>_____</p> <p>_____</p>

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
<b>I</b>	<b>Availability</b> (Indicative Dates) January 20-21, 2022	
<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 accommodate 30 pax-banquet arrangement (social distancing)</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> </ul>	

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

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

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

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

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