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## REQUEST FOR QUOTATION

RFQ No. & Date : ESWM2022-02-024 / 02.08.2022

PR No. & Date : ESWM2022-02-041 / 02.03.2022

The DENR-Environmental Management Bureau (EMB-XI) Bids and Awards Committee through ESWM under the office of the Environmental Monitoring & Enforcement Division 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 - Retooling of ESWM Personnel and SWEET-ENMOs

Approved Budget of the Contract : Two Hundred Thirty Thousand Pesos (P230, 000.00)

Specifications : See the attached Annex "A"

Delivery period : February 16-18, 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 February 10, 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,

  
**ANTHONY CESAR A. TAUNAN**  
Chief, 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)
<b>February 16-18, 2022</b> Deay 1 – Fullboard  Day 2 – Fullboard  Day 3 – AM snacks, Lunch & PM snacks (Live out)	30 pax		
Day 2 – Fullboard	30 pax		
Day 3 – AM snacks, Lunch & PM snacks (Live out)	30 pax		
<b>TOTAL AMOUNT</b>	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
<b>I</b>	<b>Availability</b> (Indicative Dates) February 16-18, 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 : \_\_\_\_\_