



REQUEST FOR QUOTATION

RFQ No. & Date : LEGAL2022-10-340 / 10-13-2022

PR No. & Date : LEGAL2022-10-344 / 10-12-2022

The DENR-Environmental Management Bureau (EMB-XI) Bids and Awards Committee through Legal Unit under the Office of the Regional Director (ORD) will undertake a Small Value Procurement for the Project "Lease of Venue- Mass Technical Conference in the Province of Davao de Oro", in accordance with Sec. 53.10 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Lease of Venue- Mass Technical Conference in the Province of Davao de Oro

Approved Budget of the Contract : Ninety Thousand Pesos Only (P 90,000.00)
Specifications : See the attached Annex "A"
Delivery period : November 7-9, 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 **October 19, 2022** 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. 09226522164 or via email amabellecadorna@gmail.com / embxiprocurement@emb.gov.ph

Very truly yours,


ANTHONY CESAR C. TAUNAN
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 Accommodation			
<u>Lease of Venue</u>			
<u>November 7, 2022 – Full Board</u> AM, PM Snacks, Lunch and Dinner Accommodation and Venue	12 pax		
<u>November 8, 2022 – Full Board</u> AM, PM Snacks, Lunch and Dinner Accommodation and Venue	12 pax		
<u>November 9, 2022</u> AM, PM Snacks, Lunch (Live Out)	12 pax		
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) November 7-9, 2022	
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 (Closed Area) ➤ Light, ventilation and air conditioning ➤ Space requirement to accommodate 12 pax ➤ Waiting Area outside the function hall 	
	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 : _____