



Republic of the Philippines
 Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
 Diliman, Quezon City
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Page: ____ of ____
Reference No:
Date Released:
Released by:

REQUEST FOR QUOTATION
 No. LOV 20- _001_

NAME OF COMPANY: _____

ADDRESS: _____

NAME OF HOTEL/ESTABLISHMENT: _____

ADDRESS: _____

PhilGEPS REGISTRATION NUMBER: _____

The Bureau of Agricultural and Fisheries Engineering (BAFE), through its Bids and Awards Committee intends to Lease a Venue including Accommodation and Meals for the conduct of **Training Course on the Preparation of Design, Installation and Management of Biogas Digesters on October 19-23, 2020 at Region IV-A.**

The lease of venue, including meals and accommodation, will be undertaken in accordance with Section 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Lessors of known qualifications are invited to submit quotations/proposals duly signed by you or your duly authorized representative not later than **August 28, 2020 at 12:00 noon** subject to the Terms and Conditions provided at the last page of this RFQ.

A copy of your 2020 Mayor's /Business Tax Return (Certified True Copy) is required to be submitted along with your accomplished quotation.

Open quotations may be submitted at the Bureau of Agricultural and Fisheries Engineering (BAFE), 4th floor, Department of Agriculture Central Office Elliptical Road, Diliman, Quezon City or through email. Moreover, an electronic copy can be submitted but the original copy of the quotations must be submitted personally or via courier two (2) weeks after the set deadline.

For any clarifications, you may contact us at telephone nos. (02) 941-8151 or email address at bafe.procurement@gmail.com.

ENGR EMER-ROSE G. ASUG
 BAC Secretariat Head



INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately;
- (2) Do not alter contents of this form in any way;
- (3) Technical Specification with asterisk (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS	YES	NO	REMARKS
I. Availability			
Date of event and activity: Training Course on the Preparation of Design, Installation and Management of Biogas Digesters on October 19-23, 2020 at Region IV-A			
II. Location			
A. Within (location of workshop/training)			
B. Free parking space reserved within or near venue			
C. With access to main roads and national highways			
III. Neighborhood Data			
A. Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority			
B. Proximity to Police and Fire Stations			
C. Proximity to Banks, Postal, and Telecommunication service provider			
IV. Venue			
<i>A. Structural Condition</i>			
The foundation is made of concrete and structural steel materials or combination of both.			
<i>B. Functionality of Function Room</i>			
1. Available one (1) function room from October 19-23, 2020, 8:00 AM – 8:00 PM			
2. Classroom set-up for <u>15</u> participants			
3. Room must not have pillars. If any, pillars must not obstruct participants view of stage and projector screen/s			
4. Amenities include:			
a. Secretariat's table			
b. At least 3 microphone units (preferably wireless)			
c. LCD projector with table and Projector Screen			
TECHNICAL SPECIFICATION:			
d. Podium			
e. Philippine flag and pole			
f. Pads, pencils and candles			
g. Whiteboard and/or flipchart and markers			
h. Free and steady WI-FI connection in the function room/s			
i. Waived electricity charges for use of laptops and projectors			
j. Area should accommodate a guaranteed <u>15</u> participants			
<i>C. Room Arrangement</i>			
For training participants:			



Guaranteed ___(Twin/Triple/Quad Sharing)___ rooms for the whole duration of event			
<i>D. Facilities</i>			
1. Continuous water supply and accessible comfort rooms			
2. At least one (1) Operational Elevator, if applicable			
3. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler			
4. Available Telephone and/or Internet Connection within the premises of the building			
5. Audible/Operational Sound System			
<i>E. Other Requirements</i>			
1. Provision of technical, janitorial and maintenance services			
2. Provision of technical, janitorial and maintenance services			
3. Adequate security service (24/7)			
<i>F. Catering Services</i>			
1. Location must be inside the Function Room, or outside but near the Function Room			
2. Meals for a guaranteed number of participants stated in this Form			
<p>Day 1 (October 19, 2020) Meal for ___15 Participants___</p> <p>AM SNACKS BUFFET LUNCH PM SNACKS BUFFET DINNER</p> <p>Day 2 (October 20, 2020)</p> <p>BREAKFAST AM SNACKS BUFFET LUNCH PM SNACKS BUFFET DINNER</p> <p>Day 3 (October 21, 2020)</p> <p>BREAKFAST AM SNACKS BUFFET LUNCH PM SNACKS BUFFET DINNER</p> <p>Day 4 (October 22, 2020)</p> <p>BREAKFAST AM SNACKS BUFFET LUNCH PM SNACKS BUFFET DINNER</p> <p>Day 5 (October 23, 2020) BREAKFAST AM SNACKS</p>			



BUFFET LUNCH PM SNACKS			
3. Meals composed of the following:			
a. Buffet Lunch and Dinner composed of the following:			
i. Salad or soup			
ii. Main Course consisting of: - At least 1 variant of meat (no pork); -At least 1 other HALAL viand or at least 1 variant of fish; and -At least 1 variant Vegetable			
iii. Rice			
iv. Dessert			
b. Drinks composed of the following			
i. A least one round of iced tea or juice for every meal and every snack			
ii. Provision of free-flowing coffee and / or teas (no additional charge)			
G. Client's satisfactory rating based on online hotel reviews for the past year, if applicable.			

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty(30) days after submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution:

Account Number:

Account Name:

Branch:



FINANCIAL OFFER:

Please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your total quotation, and does not reflect the guaranteed price. Please do not leave any black items. Indicate "0" if item is being offered for free. (See Terms and Conditions)

Lease of Venue with Meals and Accommodation for the _____ Training on _____		APPROVED BUDGET FOR THE CONTRACT (ABC)		
		PHP 135,000.00		
Offered Quotation:				
Lease of Venue with Meals	A Please fill in your Offered rate (Php)	B Total number of pax	C Total number of meals	D A x B x C
Function Room: _____ (Name of Function Room)				
Meals-AM Snacks				
Meals – PM Snacks				
Meals – Buffet Dinner				
Room Requirement	A Please fill in your Offered Rate Per Room Per Day/Night (Php)	B Maximum number of Rooms/pax	C Duration	D A x B x C
Twin/Triple/Quad Sharing Rooms, inclusive of buffet breakfast (depends on the availability of rooms)				
Total Offered Quotation				
(or) Package Rate				

Signature over Printed Name

Designation

Office Telephone No./ Mobile Telephone No.

Email address/es



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TERMS AND CONDITIONS

Any modifications in the room arrangements during contract implementation must be approved by the End-User. The rate of each new room shall not exceed the amount equal to the said room's published rate, as of the date of return of this RFQ, less (a) the corresponding percentage that was deducted from the published rate of the room for which this quotation is given to arrive at the offered quotation; or (b) a higher percentage than that mentioned in the foregoing; provided, that the resulting total cost of room arrangement shall not exceed the total offered quotation for the same as contained in this RFQ.

1. Bidders shall provide correct and accurate information required in this form.
2. Price Quotation/s must be valid for a period of One Hundred Twenty (120) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The (Name of End-User) shall confirm the final number of rooms and participants at least five (5) days prior to the scheduled function date. This shall be the basis for the contract price.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/ Lowest Calculated and Responsive Quotation, the BAC/TWG shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular 06-2005.
9. The submitted quotation shall provide a 10% allowance for the scheduled meals as per the final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
10. The charge for the additional persons shall be contained in an Amendment to Contract upon the request of the End-User subject to the approval of the Head of Procuring Entity (HOPE)
11. The BAC/TWG/End-user shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
12. The End-user shall prefer send bill arrangement for payment.
13. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The HOPE shall rescind the contract one once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
14. The Uniform Guidelines for Blacklisting set forth in Appendix 17 of the Revised IRR of RA 9184 shall apply in case any of the violations listed under Items 4.1 and 4.2 thereof is/are committed without prejudice for forfeiture of performance security.
15. The Department of Agriculture reserves the right to reject any all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

Conforme:

Signature of Printed Name