



REQUEST FOR QUOTATION

RFQ No.: **2025-03-0031**
 Date: March 20, 2025

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.



ALVIN P. DIAZ
 Director IV
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	lot	<p>Rental of Venue with Meals and Room Accommodation for the 98th PH-EITI Multi-stakeholder Group (MSG) Meeting, Capacity Development Activity and Retreat April 23-25, 2025 in Manila</p> <p><i>(see attached Terms of Reference)</i></p> <p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <ol style="list-style-type: none"> Mayor's/Business Permit PhilGEPS Registration Number <i>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i> Latest Income/Business Tax Return Omnibus Sworn Statement (to be submitted by the winning bidder upon receipt of JO) 	₱745,000.00	₱745,000.00
TOTAL AMOUNT				₱745,000.00

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 15 calendar days from receipt of your valid Job Order (JO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :



REQUEST FOR QUOTATION

RFQ No.: **2025-03-0031**

Date: March 20, 2025

Supplier: _____

Address: _____

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than March 26, 2025, 3:00pm the time and date of the opening of the sealed quotation.



ALVIN P. DIAZ

Director IV

Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	lot	<p>Rental of Venue with Meals and Room Accommodation for the 98th PH-EITI Multi-stakeholder Group (MSG) Meeting, Capacity Development Activity and Retreat April 23-25, 2025 in Manila</p> <p><i>(see attached Terms of Reference)</i></p> <p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <ol style="list-style-type: none"> Mayor's/Business Permit PhilGEPS Registration Number <i>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i> Latest Income/Business Tax Return Omnibus Sworn Statement (to be submitted by the winning bidder upon receipt of JO) 		
TOTAL AMOUNT				

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 15 calendar days from receipt of your valid Job Order (JO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier : _____
By : _____
Tel. No.: _____
TIN : _____

GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceding paragraph, where awardee has accepted a Job Order (JO) but fails to deliver the required item within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the goods/services. Thereafter, if the awardee has not completed delivery within the period, the subject JO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

TERMS OF REFERENCE

RFQ No. 2025-03-0031 dated March 20, 2025

I. PROJECT SCOPE

The prospective supplier shall bid for the following item/s:

Item	Description	Quantity	ABC
1	RENTAL OF VENUE WITH MEALS AND ROOM ACCOMMODATION FOR THE 98th PH-EITI MULTI-STAKEHOLDER GROUP (MSG) MEETING, CAPACITY DEVELOPMENT ACTIVITY AND RETREAT APRIL 23-25, 2025 IN MANILA	1 LOT	₱745,000.00 <i>(VAT inclusive)</i>

II. SCOPE OF WORK

The service provider shall provide hotel accommodation with the following requirements:

- **Room Accommodation Requirements**

Date	Description	Quantity	Budget Estimate
April 23-25, 2025	Single/Double Occupancy (with Breakfast) for 20-30 pax	3 nights x 15 nights	₱270,000.00
TOTAL BUDGET ESTIMATE FOR ROOM ACCOMMODATION:			₱270,000.00

- **Meal Requirements**

Date	Meals	No. of Pax	Remarks	Budget Estimate
April 23 (Day 1) Ingress and Onboarding Session for New CSO Members	Full day conference package with Meals and Beverages	25	AM snacks, Buffet lunch, PM snacks, Buffet dinner with drinks	₱125,000.00
April 24 (Day 2) 98 th MSG Meeting and Capacity Building Activity Part I	Full day conference package with Meals and Beverages	35	AM snacks, Buffet lunch, PM snacks, Buffet dinner with drinks	₱175,000.00
April 25 (Day 3) Capacity Building Activity Part II	Full day conference package with Meals and Beverages	35	AM snacks, Buffet lunch, PM snacks, Buffet dinner with drinks	₱175,000.00
<i>*includes use of venue/function room</i>				
TOTAL BUDGET ESTIMATE FOR MEALS:				₱475,000.00

- **Venue/Function Room Set Requirements**

Date	Description
April 23 (Day 1) Ingress and Onboarding Session for New CSO Members	<ul style="list-style-type: none"> • Use of function room that can accommodate 25 pax; • U-shaped Set-up for at least 15-20 pax; • Free flowing coffee, tea, juice, and iced tea during the event proper; • Lights and sound system with at least 4 microphones; • LED wall/projector & screen; • Pencil & paper; • Whiteboard with markers; • Tabletop should have alcohol; • Secretariat Table; and • High speed internet access

<p>April 24 (Day 2) 98th MSG Meeting and Capacity Building Activity Part I</p>	<ul style="list-style-type: none"> • Use of function room that can accommodate 35 pax; • U-shaped Set-up for at least 25-30 pax; • Free flowing coffee, tea, juice, and iced tea during the event proper; • Lights and sound system with at least 4 microphones; • LED wall/projector & screen; • Pencil & paper; • Whiteboard with markers; • Tabletop should have alcohol; • Secretariat Table; and • High speed internet access
<p>April 25 (Day 3) Capacity Building Activity Part II and Retreat</p>	<ul style="list-style-type: none"> • Use of function room that can accommodate 35 pax; • Roundtable Set-up for at least 15-20 pax; • Free flowing coffee, tea, juice, and iced tea during the event proper; • Lights and sound system with at least 4 microphones; • LED wall/projector & screen; • Pencil & paper; • Whiteboard with markers; • Tabletop should have alcohol; • Secretariat Table; and • High speed internet access

• **Other Arrangements or Requirements**

- Secretariat Amenities: Power outlets and extension cords
- Complimentary internet access
- Availability of secured parking area for at least 10-15 cars
- Compliant with the set standards of the Department of Health (DOH);
- Employees should be regularly trained in compliance with safety and health standards;
- Accommodation should be disinfected thoroughly, including furniture, fixtures, and equipment available in the room;
- Hand sanitizers should be available in the area

III. DELIVERABLES

- Provide a list of confirmed room reservations with participant names and check-in and check-out dates;
- Ensure a smooth check-in process for all participants;
- Address any issues related to accommodations promptly and efficiently during the stay;
- Provide an invoice detailing the total cost, including breakdown of charges;

I hereby certify to comply and deliver all the above requirements

Signature over Printed Name of the Representative

Company Name : _____
Date Signed : _____
Email/Phone No.: _____