



Republic of the Philippines  
 DEPARTMENT OF FINANCE  
 Roxas Blvd. corner P. Ocampo St., 1004 Manila



**REQUEST FOR QUOTATION**

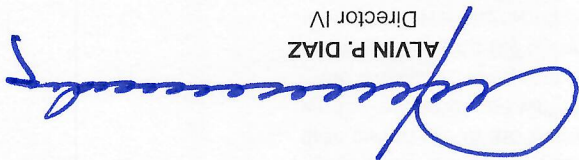
RFQ No.: 2024-05-0055

Date : May 7, 2024

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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	Rental of Function Room with Meals and Room Accommodation for the PH-EITI 90th Multi-stakeholder (MSG) Meeting and Mine & Community Visit in OGP, Kasibu, Nueva Vizcaya on May 23-25, 2024  <i>(please see attached Terms of Reference)</i>	₱377,500.00	₱377,500.00
NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number Additional required document to be submitted by the winning bidder upon issuance of the Job Order: 3. Duly notarized Omnibus Sworn Statement				
<b>TOTAL AMOUNT</b>				<b>₱377,500.00</b>

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 7 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 : \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Republic of the Philippines  
 DEPARTMENT OF FINANCE  
 Roxas Blvd. corner P. Ocampo St., 1004 Manila



**REQUEST FOR QUOTATION**

RFQ No.: 2024-05-0055

Date : May 7, 2024

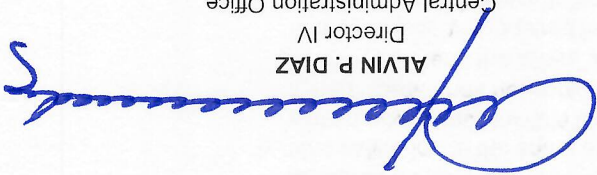
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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	Rental of Function Room with Meals and Room Accommodation for the PH-EITI 90th Multi-stakeholder (MSG) Meeting and Mine & Community Visit in OGP, Kasibu, Nueva Vizcaya on May 23-25, 2024  <i>(please see attached Terms of Reference)</i>		
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPs Registration Number Additional required document to be submitted by the winning bidder upon issuance of the Job Order: 3. Duly notarized Omnibus Sworn Statement		
<b>TOTAL AMOUNT</b>				

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 7 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 products 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 merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO 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 for the Procurement of Rental of Function Room with Meals and Room Accommodation for the PH-EITI 90th Multi-stakeholder Group (MSG) Meeting and Mine & Community Visit**  
**in OGP, Kasibu, Nueva Vizcaya**  
**May 23-25, 2024**



**I. Background**

Since its inception, the Philippine Extractive Industries Transparency Initiative (PH-EITI) has been overseen by the Multi-stakeholder Group (MSG), chaired by the Department of Finance and composed of representatives from government, industry, and civil society. The PH-EITI MSG has consistently held monthly meetings to address various issues and concerns regarding extractives transparency, government revenue sharing, and related matters.

This year, PH-EITI MSG members have agreed to conduct monthly online MSG meetings and quarterly in-person MSG meetings. Each meeting will be hosted by a different organization within the MSG. This strategic approach aims to optimize planning procedures, focusing on crucial aspects of PH-EITI operations, while also enhancing transparency within the extractive sector and ensuring robust stakeholder engagement. These meetings play a pivotal role in ensuring that all voices are heard and duly considered in PH-EITI's collective efforts.

**Conference Activities**

Date	Description
Day 0: March 22, 2024	Ingress
Day 1: March 23, 2024	Morning session: Arrival and check-in
	Afternoon session: PH-EITI 90th Multi-stakeholder Group Meeting <i>MSG members from government, industry, and civil society</i>

<p>a. Venue or location within Cauayan City, Isabela or Kasibu, Nueva Vizcaya area</p> <p>b. Area space should be comfortable to accommodate 35 participants U-shape and classroom set-ups</p> <p>c. Must have a complimentary high-speed internet connection</p> <p>d. Security, engineering, and maintenance staff must be onsite during the ingress and actual event</p> <p>e. At least 12-hour allotment the day before the event for set-up/ingress</p> <p>f. Provision of LCD projector, wide screen, and PA system with 4 microphones</p> <p>g. Complimentary parking slots</p> <p>h. Provision of a whiteboard, flipchart, markers, eraser, pads, pencils or pens</p>
<b>Venue requirements</b>

- **Technical Specifications**
- **Location:** The ideal venue should be conveniently located within Cauayan City, Isabela area or Kasibu, Nueva Vizcaya area.

The selected supplier or vendor is expected to provide rental of function room with meals and room accommodation for thirty five (35) from May 22 to 25, 2024 at a venue that meets the following requirements:

**II. Scope of Work**

<p><b>PH-EITI operations and its progress in enhancing transparency of constituencies will convene to address significant aspects of PH-EITI operations within the extractive sector.</b></p>	<p><b>Day 2:</b> May 24, 2024</p>	<p><b>Day 3:</b> March 25, 2024</p>
<p><b>Courtesy Visit at Local Government Unit (LGU)</b></p> <p><b>Mine Site and Community Visit</b></p> <p><i>PH-EITI MSG Members and the Secretariat will visit the OGP mine site to have first hand understanding of mining operations.</i></p> <p><b>Dinner and Fellowship</b></p>	<p><b>Departure to Manila</b></p>	

  
 MARY ANN D. RODOLFO

Reviewed and Approved by:

  
 RHEA MAE B. PAIMATMAT

Prepared by:

- 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 a breakdown of charges.

**III. Deliverables**

<p>a. Provision of the following meal requirements:</p> <ul style="list-style-type: none"> <li>● Day 0 (May 22) - Arrival lunch and dinner for 4 pax</li> <li>● Day 1 (May 23) - Arrival breakfast, buffet lunch, PM snacks and buffet dinner with one round of drink with coffee, tea, and candies for 35 pax</li> <li>● Day 2 (May 24) - Breakfast, AM packed snacks and buffet dinner with one round of drink with coffee, tea, and candies for 35 pax</li> <li>● Day 3 (May 25) - Breakfast</li> </ul> <p>b. Must be able to provide stand-by waiter service/food servers</p> <p>c. Must be able to provide uniformed and well-trained banquet service personnel</p>
<p><b>Food, beverage, and other related requirements</b></p>
<ul style="list-style-type: none"> <li>● Single or Double Occupancy with breakfast (4 days and 3 nights)</li> <li>● May 22-25, 2024</li> <li>● 15 Single or Double Occupancy with breakfast (3 days and 2 nights)</li> <li>● May 23-25, 2024</li> </ul>
<p><b>Room accommodation requirements</b></p>