



**REQUEST FOR QUOTATION**

RFQ No.: 2024-05-0056

Date : May 7, 2024

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**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	<b>Room Accommodation with Meals for the Arrival of PH-EITI Multi-stakeholder Group (MSG) Members in Manila on May 22 &amp; 25, 2024</b>  <i>(please see attached Terms of Reference)</i>	₱75,000.00	₱75,000.00
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: <b>1. Mayor's/Business Permit</b> <b>2. PhilGEPS Registration Number</b>  Additional required document to be submitted by the winning bidder upon issuance of the Job Order: <b>3. Duly notarized Omnibus Sworn Statement</b>		
<b>TOTAL AMOUNT</b>				<b>₱75,000.00</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.

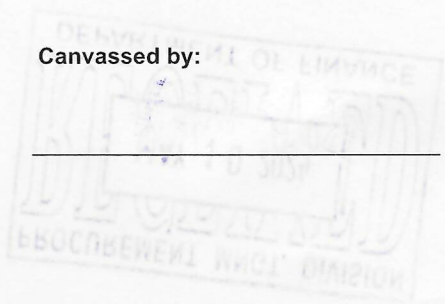
**Canvassed by:** \_\_\_\_\_

**Supplier :** \_\_\_\_\_

**By :** \_\_\_\_\_

**Tel. No.:** \_\_\_\_\_

**TIN :** \_\_\_\_\_





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**Canvassed by:**

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**Supplier :**

**By :**

**Tel. No.:**

**TIN :**

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## 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 OGPI, 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***

<b>Date</b>	<b>Description</b>
<b>Day 0: March 22, 2024</b>	<b>Ingress of secretariat advance party at Nueva Vizcaya</b>
	<b>Arrival of MSG-CSOs at Manila</b>
<b>Day 1: March 23, 2024</b>	<b>Morning session: Arrival and check-in in Nueva Vizcaya</b>

	<p>Afternoon session:  <b>PH-EITI 90th Multi-stakeholder Group Meeting</b></p> <p><i>MSG members from government, industry, and civil society constituencies will convene to address significant aspects of PH-EITI operations and its progress in enhancing transparency within the extractive sector.</i></p>
<p><b>Day 2:</b>  <b>May 24, 2024</b></p>	<p><b>Courtesy Visit at Local Government Unit (LGU)</b></p> <p><b>Mine Site and Community Visit</b>  <i>PH-EITI MSG Members and the Secretariat will visit the OGPI mine site to have first hand understanding of mining operations.</i></p> <p><b>Dinner and Fellowship</b></p>
<p><b>Day 3:</b>  <b>March 25, 2024</b></p>	<p><b>Departure to Manila</b></p>

## II. Scope of Work

The selected supplier or vendor is expected to provide room accommodation and meals for ten (10) pax for May 22 & 25, 2024 at a venue that meets the following requirements:

- **Location:** The ideal venue should be conveniently located within Manila near the Department of Finance.
- **Technical Specifications**

<b><i>Venue requirements</i></b>
a. Venue or location within Manila area
<b><i>Room accommodation requirements</i></b>
<ul style="list-style-type: none"> <li>● Single or Double Occupancy with breakfast (2 nights) (10 pax)  May 22 &amp; 25, 2024</li> </ul>

***Food, beverage, and other related requirements***

- a. Provision of the following meal requirements:
- **May 22, 2024** - Arrival dinner for 10 pax
  - **May 25, 2024** - Arrival dinner for 10 pax

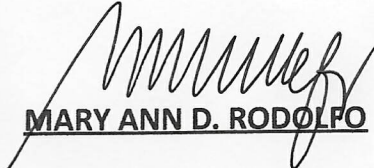
**III. Deliverables**

- 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 a breakdown of charges.

Prepared by:

  
**RHEA MAE B. PAMATMAT**

Reviewed and Approved by:

  
**MARY ANN D. RODOLFO**