



## REQUEST FOR QUOTATION

RFQ No.: **2024-09-0116**

Date: Sept. 10, 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>RENTAL OF VENUE WITH ROOM ACCOMMODATION AND MEALS</b> <b>October 8 to 11, 2024 in Panglao, Bohol</b>  The 79th ASEAN Working Committee on Financial Services Liberalization (WC-FSL) Meeting and the 10th ASEAN-Canada Free Trade Agreement (ACAFTA) Sub-Working Group on Financial Services Negotiations Meeting <i>**See attached Terms of Reference (TOR)**</i>	₱1,000,000.00	₱1,000,000.00
		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> <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> <b>3. Latest Income/Business Tax Return</b>  Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: <b>4. Duly notarized Omnibus Sworn Statement</b>		
<b>TOTAL AMOUNT</b>				<b>₱1,000,000.00</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 5 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

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

**Supplier :** \_\_\_\_\_  
**By :** \_\_\_\_\_  
**Tel. No.:** \_\_\_\_\_  
**TIN :** \_\_\_\_\_



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## TERMS OF REFERENCE

**Instructions:** In addition to providing a quotation, the authorized representative of a bidder is required to read the content of this document and affix his/her signature on all pages of this document as an indication that they understand the conditions stated herein and that they agree to be subject to an assessment to be made by a representative of the Procuring Entity as to their compliance to the said conditions.

### General Hotel Requirement

- Hotel must be situated within Panglao, Bohol
- Hotel must at least have a three (3) star rating (as classified by the Department of Tourism).
- Hotel must not have or host a casino on its premises.
- Price quotation must be inclusive, or must indicate in full details, all appropriate taxes and hotel charges.

### Function Rooms:

#### A. Meeting Room

- One (1) function room to be used from October 8 to 11, 2024
- Need to have basic conferencing or audio/visual equipment appropriate for the program, including complimentary WiFi access and free-flowing water, coffee, or tea
- Able to accommodate a rectangular hollow setup for up to at least forty (40) delegates and twenty (20) additional seats with desks in the surrounding area of the room
- A separate registration area is located beside or around the main function room. The area should have two (2) tables and four (4) chairs.
- Should not have adjoining function rooms rented out to other events to ensure the safety of the guests and minimize risk.
- The winning bidder shall provide pencils/pen and paper for the use of the function room
- Function room rental fee is on a consumable basis
- For the duration of the event (October 8-11, 2024), the winning bidder shall incorporate any and all charges (electricity use if any, or other charges) in their bid/quotation

#### B. Breakout Area/Meal Area

- One (1) Function room for lunch and coffee breaks with roundtable seating for up to fifty (50) persons to be used from October 8 to 11, 2024
- The function room should be available from 8 AM to 8 PM
- The winning bidder need to have an available in-house catering service that can provide AM and PM snacks, and lunch with options to accommodate guests' dietary preferences (e.g., halal or halal compliant)
- The winning bidder shall be responsible for all liabilities and/or accidents that may be caused by the food and its preparation
- Have an additional conferencing system to accommodate lights/sound requirement
- Function room rental is on a consumable basis

#### C. Secretariat Room

- One (1) function room to be used from October 8 to 11, 2024
- Should have a round table setup with two (2) round tables & twenty (20) chairs per table.
- Function room rental fee is on a consumable basis

### General Requirements

- The winning bidder agrees to the set up of the function room as required by the DOF

- The winning bidder shall make sure that all equipment and personal items are kept safe by locking the function room when not in use
- Subject to approval by the authorized representative of the end user, the winning bidder may charge additional cost under the label "contingency" should there be any modifications in the number guaranteed to be paid by the end user.
- The winning bidder may also charge the end user for any additional incidental expenses as well as for any damages not indicated under the contract subject to verification and approval by the representative of the end-user

**D. Hotel Rooms/Accommodation:**

- The hotel room accommodation will be used from October 6, 2024 (check-in) to October 13, 2024 (check-out)
- Provide a price quotation for Single Occupancy and Double Occupancy
- The winning bidder should allocate **9 Hotel rooms** inclusive of breakfast for two (2), a maximum of two (2) occupants per room for DOF Representatives and the Secretariat  
Breakdown of Usage:
  - 9 rooms with Double Occupancy to be used for 7 nights (October 6 to 13, 2024)
  - The winning bidder shall allocate the availability of an additional two (2) rooms for contingency and for a consumable basis only for the DOF/end-user
- The winning bidder will ensure that all chargeable items (i.e. mini-bar snacks, alcoholic and other drinks, pay-per-view screening, international and outside calls, etc.) are either removed or turned off, to prevent additional room charges
- The procuring entity will not pay for any miscellaneous room cost incurred during the hotel stay of any of the DOF Officials and representatives, guests, and event Secretariat. Should miscellaneous expenses be incurred, it will be charged to the individual or those people who are registered occupants of the said room as per the record of the hotel during check-in
- The winning bidder will ensure that all amenities will be extended to the DOF Officials & representatives, guests, and event Secretariat, such as but not limited to:
  - i. Daily cleaning of rooms
  - ii. Daily replenishment of complimentary water and toiletries
  - iii. Free wifi/LAN internet access in the room
  - iv. Use of pool and gym/fitness center
  - v. Any other amenities offered by the hotel for free for the guest
- The winning bidder agrees to not require a deposit or credit card upon check-in of the DOF Officials and representatives, guests, and event Secretariat

**E. Venue for Welcome Socials**

- The venue will be able to accommodate fifty (50) guests with standing tables and al fresco dining
- The rental of the venue is on a consumable basis

*Being the duly authorized representative of my/our company, I/we declare that I/we understand the conditions stated above and that I/we agree to undergo an assessment to be conducted by the representative of the Department of Finance based on the attached "TABLE OF RATING FACTORS FOR LEASE OF VENUE"*

\_\_\_\_\_  
*Signature over Printed Name of the Representative*

Company Name : \_\_\_\_\_

Date Signed : \_\_\_\_\_

Email/Phone No.: \_\_\_\_\_

**TABLE OF RATING FACTORS FOR LEASE OF VENUE**

Rental of Venue with Room Accommodation in Bohol and meals for the 79th ASEAN Working Committee on Financial Services Liberalization (WC-FSL) Meeting and the 10th ASEAN-Canada Free Trade Agreement (ACAFTA) Sub-Working Group on Financial Services (SWG-Fin) Negotiations Meeting in October 8-11, 2024 in Panglao, Bohol

		Threshold	
RATING FACTORS		WEIGHT (%)	RATING
FACTORS WEIGHT (%) RATING			
<b>I. Availability</b>		100	
<b>II. Location and Site Condition</b>			
1. Accessibility		(50)	
2. Parking Space		(50)	
<b>Total</b>		100	
<b>III. Neighborhood Data</b>			
1. Sanitation and health condition		(25)	
2. Police and fire station		(25)	
3. Restaurant		(25)	
4. Banking and Postal		(25)	
<b>Total</b>		100	
<b>IV. Venue</b>			
a. Structural condition		(20)	
b. Functionality			
a. Conference Room		(10)	
b. Room Arrangement (e.g. single, double, etc)		(5)	
c. Light, ventilation, and ain conditioning		(5)	
d. Space requirements		(5)	
c. Facilities			
a. Water supply and toilet		(4)	
b. Lighting system		(5)	
c. Elevators		(4)	
d. Fire escapes		(4)	
e. Fire fighting equipment		(4)	
f. Internet and Telecommunications		(4)	
g. Audio visual equipment (In house)		(5)	
d. Other requirements			
a. Maintenance		(5)	
b. Attractiveness		(5)	
c. Security		(5)	
e. Catering Services		(5)	
f. Client's satisfactory rating		(5)	
<b>Total</b>		100	
RATING FACTORS		WEIGHT (%)	RATING
I. Availability		X(.5) =	0.00
II. Location and Site Condition		X(.1) =	0.00
III. Neighborhood Data		X(.05) =	0.00
IV. Venue		X(.35) =	0.00
<b>FACTOR VALUE</b>			<b>0.00</b>

The bidder should have a minimum rating of 93.5% based on the Table of Rating Factors for Lease of Venue