



REQUEST FOR QUOTATION

RFQ No.: **2024-09-0117**

Date : Sept. 10, 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 VENUE WITH MEALS FOR THE WELCOME DINNER October 8 to 11, 2024 in Panglao, Bohol 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>	₱200,000.00	₱200,000.00
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number <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> Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: 3. Duly notarized Omnibus Sworn Statement		
TOTAL AMOUNT				₱200,000.00

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 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 Requirements

- 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. Meal Area

- One (1) Function room for dinner with roundtable seating that can accommodate up to fifty (50) persons to be used on October 9, 2024.
- The function room should be available from 6 PM to 10 PM (exclusive of the ingress and egress for the venue set-up).
- The winning bidder needs to have an available in-house catering service that can provide dinner 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 requirements.
- Function room rental is on a consumable basis.

B. Venue for Welcome Socials

- One (1) outdoor area with roundtable seating for al fresco dining near the function room that can accommodate up to twenty (20) persons to be used on October 9, 2024.
- The winning bidder will be able to provide the services of event hosts, and performers upon the request of the end user, as the need may arise.
- 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 requirements.
- Rental 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.
- The winning bidder will ensure that all chargeable items (i.e. pay-per-view screening, international and outside calls, etc.) are either removed or turned off, to prevent additional charges.
- Should miscellaneous expenses be incurred, it will be charged to the individual as per the record of the hotel.
- 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.

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 meals for the Welcome Dinner for ASEAN Member States and Canada during 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 on October 9, 2024 in Panglao, Bohol

		Threshold	
RATING FACTORS		WEIGHT (%)	RATING
FACTORS WEIGHT (%) RATING			
I. Availability		100	
II. Location and Site Condition			
1. Accessibility		(50)	
2. Parking Space		(50)	
Total		100	
III. Neighborhood Data			
1. Sanitation and health condition		(25)	
2. Police and fire station		(25)	
3. Restaurant		(25)	
4. Banking and Postal		(25)	
Total		100	
IV. Venue			
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)	
Total		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
FACTOR VALUE			0.00

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