

REQUEST FOR QUOTATION

Date:
RFQ No.:

Name of Venue: _____

Address: _____

Name of Company: _____

Address: _____

Business Permit No.: _____

TIN: _____

PhilGEPS Registration No.: _____

Dear Sir/Ma'am:

Good day!

The KAPYANAN – Bangsamoro Autonomous Region in Muslim Mindanao, through its Bids and Awards Committee (BAC) intends to **lease a venue, including meals, and accommodation** for **KAPYANAN BARMM Strategic Planning & Workshop** to be conducted on **December 8 - 11, 2020** in Cotabato City.

The lease of venue, including meals will be undertaken in accordance with Section 53.10 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 and GPPB Circular 09-2009.

As such, we are inviting you to please submit your establishment's quotations/proposals duly signed by you or your duly authorized representative not later than **December 4, 2020** at exactly **10:00 a.m.** for the item described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).

The budget for the said activity is **PhP 759,500.00**.

Copies of the following eligibility requirements are also requisites for submission along with your quotation/proposal:

1. Business Name Registration;
2. Business Permit;
3. PhilGEPS Certificate of Registration;
4. Income and Business Tax returns, and
5. Tax Clearance issued by the Bureau of Internal Revenue.

Open quotations may be submitted to the details indicated below.

For further information, you may contact:

KAPYANAN - BARMM

Old Library Building beside OCM
Gov. Gutierrez Ave., Cotabato City
Tel. Nos. (064) 557-1996
Barmmbridge@gmail.com

Thank you.

ZULFIKAR A. HUSSAIN

Project Manager
KAPYANAN - BARMM

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Legend:

*** MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.**

Procurement Project		Approved Budget for the Contract (ABC)	
Procurement of Lease of Venue, including meals and accommodation for KAPYANAN - <i>BARMM Strategic Planning & Workshop</i> to be conducted on December 8 - 11, 2020 in Cotabato City.		PhP759, 500.00	
Technical Specifications:			
Item Description	Compliance		Remarks
I. Availability [to be confirmed two (2) calendar days before the program schedule]	YES	NO	
a. December 4, 2020, 8am-5pm (8hrs)			
II. Location	YES	NO	
a. Cotabato City*			
b. Free parking space reserved within or near venue			
i. 4 slots	()	()	
ii. 3 slots	()	()	
iii. 2 slots	()	()	
iv. 1 slot	()	()	
III. Neighborhood Data	YES	NO	
a. Proper waste management system such as regular garbage collection and with Sanitary permit from appropriate authority			
b. Proximity to Fire or Police station; hospital			
c. Proximity to Banks, Postal, and Telecommunications service			

provider			
d. Nearby community is quiet and clean*			
IV. Venue	YES	NO	
1. Structural condition: The foundation is made of concrete and structural steel materials or a combination of both*			
2. Functionality of Convention Center (8:00 a.m. – 5:00 pm) – Available one (1) Convention Center*	[]	[]	
a. Amphitheater setup for 119 participants*	[]	[]	
b. Center must not contain pillars*	[]	[]	
c. Amenities include:			
i. Secretariat’s table*	[]	[]	
ii. At least three (3) microphone units*	[]	[]	
iii. Projector screen and table for LCD Projector	[]	[]	
iv. Podium	[]	[]	
v. Free and steady Wi-Fi connection for Secretariat	[]	[]	
vi. Waived electricity charges for use of laptops and projector for Secretariat*	[]	[]	
vii. Area should accommodate 119 participants*	[]	[]	
3. Facilities:			
a. Continuous water supply & accessible comfort room*	[]	[]	
b. Compliance with the standards provided by the Building Code of the Philippines*	[]	[]	
c. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler*	[]	[]	
d. Available Telephone and/or Internet Connection within the premises of the building	[]	[]	
e. Audible/Operational Sound	[]	[]	

System*			
4. Other requirements:			
a. Provision of Janitorial Services*	[]	[]	
b. Ambience promotes learning*	[]	[]	
c. Adequate security service(24/7)*	[]	[]	
5. Catering Services:			
a. Location must be inside the Convention Center and/or outside of but near the Center*	[]	[]	
b. Meals for 119 participants*	[]	[]	
i. One (1) Breakfast*	[]	[]	
1. Fried Rice or Plain Rice (1 cup)*	[]	[]	
2. At least 2 variants of Viand (Beef Tapa/ Fried Bangus/Fried Chicken/Sausage/Sunny side up egg)*	[]	[]	
3. Fruit (at least 1 variant)*	[]	[]	
ii. One (1) AM Snack*	[]	[]	
iii. One (1) Lunch Buffet*	[]	[]	
1. Main course (at least 3 Variants of Meat [1 Variant of Chicken/ 1 Variant of Beef/1 Variant of Fish] and 1 Variant of Vegetables)*	[]	[]	
2. Rice*	[]	[]	
3. Dessert*	[]	[]	
iv. One (1) PM Snack*	[]	[]	
v. One(1) Dinner Buffet*			
1. Salad Soup	[]	[]	
vi. Drinks (at least one round of iced tea/juice or soft drink for every meal and every snack) *	[]	[]	
vii. Provision of FREE freely flowing coffee*	[]	[]	
6. Client's satisfactory rating based on online reviews			
V. Other Requirements	YES	NO	
a. Provision of personnel to serve snacks and Lunch	[]	[]	

b. Provision of tables/serving areas	[]	[]	
c. Provision of proper waste receptacles/garbage bags placed at designated locations outside the venue	[]	[]	

Please quote your best offer for the items below. **The information stated below shall be the basis for the evaluation and calculation of your total quotation.**

Summary of approved budget	
Procurement Project	Total ABC
Lease of Venue, including meals and accommodation	PhP759,500.00

Offered Quotation						
Item	A Offered Rate (PhP)	B Maximum number of rooms	C Maximum number of nights	D Maximum number of pax	E Maximum number of meals	Subtotal A x B x C For meals: A x D x E
Accommodations: Twin Sharing		7	4			
Single Room						
Meals -Breakfast				119	4	
Meals – AM Snacks				119	4	
Meals – Lunch Buffet				119	4	
Meals – PM Snacks				119	4	
Meals- Dinner Buffet				119	4	
Total Offered Quotation						

Please provide the additional information as required below. The information contained below shall **not** be used for the evaluation and calculation of your total quotation. These shall be used only for purpose of applying section 1 of the Terms and Conditions, or when circumstances during contract implementation warrant the use of rooms other than twin sharing rooms.

ROOM-TWIN SHARING (PhP)

Published rate as of <hr/> (Date of submission of this RFQ)	/room/night
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Room/s that maybe used for purposes of section 1 (example triple sharing, quadruple sharing)	Published Rate us of <hr/> (Date of submission of this RFQ)	Offered Rate (Php) <i>(NB. Your offered rate herein must have the same or better discount as that in your offer for Twin Sharing room accommodations per section 1 of the Terms and Conditions)</i>
	/ room/ night	/ room/ night
	/ room/ night	/ room/ night
	/ room/ night	/ room/ night
	/ room/ night	/ room/ night

Signature over Printed Name

Office Telephone No. / Mobile Telephone No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.

5. Award of contract shall be made in favor of the entity which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. The item/s shall be delivered within sixty (60) calendar days from the receipt of a written notice or Purchase Order (P.O.), whichever is applicable.
8. The BRIDGE-BARMM shall confirm the final number of participants at least two (2) days prior to the scheduled function date. This shall be the basis for the contract price.
9. The submitted quotation shall provide a 10% allowance for the scheduled meals as per the final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
10. The charge for the additional persons shall be contained in an Amendment to Contract.
11. The BRIDGE -BARMM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
12. The BRIDGE -BARMM shall prefer send bill arrangements for payment.
13. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BRIDGE-ARMM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other course of action and remedies open to it.

Signature over Printed Name

Contact Numbers (Landline and/or
Cellphone Nos.)/E-mail address