



Republic of the Philippines
PHILIPPINE COCONUT AUTHORITY REGION XIII
Regional Office, 2F South Boulevard Square., South Montilla Blvd., Butuan City

REQUEST FOR QUOTATION

Date: November 16, 2022

Quotation No.: RO-2022-11-0122

Registered Name of Supplier as written in Official Receipt

Business Address of Supplier

Tax Identification Number (TIN); indicate whether VAT or Non-VAT.

PhilGEPS Registration Number (required)

Philippine Coconut Authority Region XIII through its Bids and Awards Committee (BAC), intends to procure the Lease of venue accomm. & meals for Year-end Assessment, Planning & Retooling on Dec. 6-7, 2022 w/in BTC in accordance with **Sec. 53.9 (Negotiated Procurement - Small Value Procurement) of the Revised IRR of R.A. No. 9184.**

Please quote your **best offer** for the item/s described below, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than November 21, 2022 at 5:00 PM**. A copy of your **latest Mayor's/Business Permit** and **PhilGEPS Registration** may be required to be submitted along with your quotation/proposal.

Open quotations may be submitted manually at the address indicated above or through facsimile at (085)341-4372 or email at regionxiii@pca.gov.ph.


ERNALYN E. COLON

Canvasser


MANOLITO L. CASAPAO

BAC Chairperson

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

TECHNICAL SPECIFICATIONS

1. Please quote your **best offer** for the item/s below. Please do not leave any items blank. Indicate "0" if item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Price
lot	Lease of venue with accommodation and meals for Year-end Assessment, Planning and Retooling on December 6-7, 2022 within Butuan City			
	December 6, 2022			
pax	Breakfast	55		
pax	AM Snacks	84		
pax	Lunch	84		
pax	PM Snacks	84		
pax	Dinner	85		
pax	Room Accommodation	47		
	December 7, 2022			
pax	Breakfast	47		
pax	AM Snacks	84		
pax	Lunch	84		
pax	PM Snacks	84		
	See details in Page 2			

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Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Price
	<p>Accommodation & Venue: must be within Butuan City</p> <p>Function Room Requirements:</p> <p>Day 1: Available One (1) Function Room from 7:30 a.m to 12midnight on December 06,2022</p> <p>Day 2: Available One (1) Function Room from 8:00 a.m to 5p.m on December 07,2022</p> <p>i. Classroom setup for 50-85 participants</p> <p>ii. Room must not have pillars. If any, pillars must not obstruct participants view of stage and projector screen/s</p> <p>iii. Amenities included without additional charges:</p> <p>>Secretariat's table</p> <p>>at least 3 units of microphone (preferably wireless)</p> <p>>steady wifi connection in the function room</p> <p>>waived electricity charges for use of laptops</p> <p>>Hand sanitizer at the door of the function room</p> <p>Room Arrangement:</p> <p>i. twin-sharing rooms, inclusive of complimentary breakfast for the training participants on December 6-7, 2022 (2 days/1 night)</p> <p>Catering Services:</p> <p>i. Location must be inside the function room or outside but near the function room</p> <p>ii. Meals for Day 1 of the Assessment:</p> <p>> One (1) Breakfast for 55 participants</p> <p>> One (1) AM Snacks for 84 participants</p> <p>> One (1) Buffet lunch for 84 participants</p> <p>> One (1)PM snacks for 84 participants</p> <p>> One (1) Buffet Dinner for 85 participants</p> <p>iii. Meals for Day 2 of the Assessment:</p> <p>> One (10 Breakfast for 47 participants</p> <p>> One (1) AM Snacks for 84 participants</p> <p>> One (1) Buffet lunch for 84 participants</p> <p>> One (1) PM Snacks for 84 participants</p> <p>iv. Buffet Lunch and Dinner must be composed of the ff:</p> <p>> Main course consist of:</p> <p>At least 1 viand of meat (no pork)</p> <p>at least 1 other Halal viand or 1 variant of fish</p> <p>>side dish consist of</p> <p>Choice of soup, salad, vegetables or noodles</p> <p>>unlimited rice</p> <p>>Dessert</p> <p>v. Drinks composed of the following:</p> <p>> At least 1 round of beverage for every meal and snack</p> <p>> Provision of free freely-flowing coffee and / or tea</p>			

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

Item	Description	Total Quantity	Delivery
lot	Lease of venue with accommodation and meals for Year-end Assessment, Planning and Retooling on December 6-7, 2022 within Butuan City	1	As specified in the description of this PO

FINANCIAL OFFER

Item	Quantity	Approved Budget for the Contract	Your Total Offered Quotation
lot	1	₱230,010.00	

TERMS AND CONDITIONS

1. ALL ENTRIES MUST BE HAND WRITTEN/TYPEWRITTEN;
2. SUPPLIERS SHALL PROVIDE CORRECT AND ACCURATE INFORMATION REQUIRED IN THIS FORM;
3. ANY INTERLINEATIONS, ERASURES OR OVERWRITING SHALL BE VALID ONLY IF THEY ARE SIGNED OR INITIALED BY THE SUPPLIER OR THE SUPPLIER'S AUTHORIZED REPRESENTATIVE;
4. PRICE QUOTATION(S) SHALL BE DENOMINATED IN PHILIPPINE PESO AND SHALL BE INCLUSIVE OF TAXES;
5. QUOTATIONS EXCEEDING THE ABC SHALL BE REJECTED INSTANTANEOUSLY;
6. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS FROM DATE OF SUBMISSION;
7. SUPPLIER SHALL SUBMIT THE FOLLOWING DOCUMENTS PRIOR TO AWARD OR UPON REQUEST:
 - a. BUSINESS PERMIT/BIR REGISTRATION
 - b. LATEST INCOME/BUSINESS TAX RETURN
 - c. PHILGEPS REGISTRATION CERTIFICATE
 - d. NOTARIZED OMNIBUS SWORN STATEMENT
8. PURCHASE ORDER/CONTRACT SHALL BE AWARDED TO THE LOWEST QUOTATION (FOR GOODS AND INFRASTRUCTURE) OR, THE HIGHEST RATED OFFER (FOR CONSULTING SERVICES) WHICH COMPLIES WITH THE MINIMUM TECHNICAL SPECIFICATIONS AND OTHER TERMS AND CONDITIONS STATED HEREIN;
9. IN CASE OF TWO OR MORE BIDDERS ARE DETERMINED TO HAVE SUBMITTED THE LOWEST CALCULATED QUOTATION/LOWEST CALCULATED AND RESPONSIVE QUOTATION, PCA SHALL ADOPT AND EMPLOY "DRAW LOTS" AS THE TIE-BREAKING METHOD TO FINALLY DETERMINE THE SINGLE WINNING PROVIDER IN ACCORDANCE WITH GPPB CIRCULAR 06-2005;
10. PCA SHALL HAVE THE RIGHT TO INSPECT AND/OR TEST THE GOODS TO CONFIRM THEIR CONFORMITY TO THE TECHNICAL SPECIFICATIONS;
11. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR SUPPLIES AND MATERIALS, AND ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THIS OFFICE;
12. PAYMENT SHALL BE MADE THROUGH MDS CHECK AFTER DELIVERY AND UPON SUBMISSION OF THE REQUIRED SUPPORTING DOCUMENTS (SALES INVOICE OR BILLING STATEMENT) BY THE SUPPLIER. TERMS OF PAYMENT IS WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF ACCEPTANCE; AND
13. LIQUIDATED DAMAGES EQUIVALENT TO ONE TENTH OF ONE PERCENT OF THE VALUE OF THE GOODS NOT DELIVERED WITHIN THE PRESCRIBED DELIVERY PERIOD SHALL BE IMPOSED PER DAY OF DELAY.

Signature over Printed Name of Supplier or
Supplier's Representative

Telephone/Mobile No.

Date