



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road Diliman, Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

REQUEST FOR QUOTATION
No. LOV-25-212

Name of Company: _____

Address: _____

Name of Hotel/Establishment: _____

Address: _____

PhilGEPS Registration No./Organization Number (Red Membership):

The Department of Agriculture Central Office – **KABUHAYAN KAUNLARAN NG KABABAYANG KATUTUBO (4Ks)**, through its Bids and Awards Committee, intends to **Lease of Venue including Food and Accommodation for the conduct of FY 2026 Budget Execution Document's (BEDs) Workshop on September 15-19, 2025 in Region III.**

The lease of venue, including meals and accommodation, will be undertaken in accordance with the New Government Procurement Act.

As a lessor of known qualifications, you are invited to submit a quotation/proposal duly signed by you or your duly authorized representative not later than **August 22, 2025 at 5:00 PM** subject to the Terms and Conditions provided at the last page of this RFQ.

Copies of your valid **Mayor's/Business Permit or previously expired Mayor's/Business Permit for CY 2024 with the official receipt as proof of renewal for CY 2025** and **latest Income/Business Tax Return** are required to be submitted along with your accomplished quotation. A valid Certificate of PhilGEPS Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

Open quotations may be submitted to the Office of the Procurement Division, 2nd Floor, New Building, Department of Agriculture – Central Office, Elliptical Road, Diliman, Quezon City. You may also send your proposal via e-mail to da.procmon@gmail.com within the deadline.

For any clarification, you may contact us at telephone no. 8927-7152 or email us at da.procmon@gmail.com.

(ORIGINAL SIGNED)
Atty. MELINDA D. DEYTO
Chief, Procurement Division

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications 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:

TECHNICAL SPECIFICATIONS:	YES	NO	REMARKS
I. Availability			
Date of Event/Activity: Lease of Venue including Food and Accommodation for the conduct of FY 2026 Budget Execution Document's (BEDs) Workshop on September 15-19, 2025 in Region III			
II. Location	YES	NO	REMARKS
A. Within (location of event/ activity): Region III ;			Accommodation is also within the activity area
B. Free parking space reserved within or near the venue;			
C. With Access to main roads and national highways;			
III. Neighborhood data	YES	NO	REMARKS
A. Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority;			
B. Proximity to Police and Fire Stations;			
C. Convenience Store(s); and,			
D. Proximity to Banks, Postal, and Telecommunications services provider			
IV. Venue	YES	NO	REMARKS
A. Structural Condition			
The foundation is made of concrete, structural steel, and materials or a combination of both.			
B. Functionality of Function Room	YES	NO	REMARKS
1. Available One (1) Function Room (Classroom Set-up Sixty-Five (65) participants: • September 15-19, 2025 – 6:00 AM to 7:00 PM			
2. (Preferred set-up of chairs i.e., Classroom set-up (number of participants) - Classroom set-up for Sixty-Five (65) participants			
3. Amenities include:	YES	NO	REMARKS
a) Secretariat's table;			
b) At least Three (3) microphone units (preferably wireless microphone);			
c) Two (2) LCD Projector with table and at least Two (2) Project Screen;			
d) Pads, pencils, and candies;			
e) Whiteboard and/or Flipchart and Markers;			
f) Free and steady WIFI connection in the function room; and,			Should have a strong connection of WIFI to prevent any disturbances during the activity
g) Waived electricity charges for the use of laptops and projector; and,			
h) Light, ventilation, and air-conditioning.			
Area should accommodate Sixty-Five (65) participants (Venue with 100 pax capacity)			
Room Arrangement:			
For Training participants (Guaranteed for Sixty-Five (65) Participants) - *with individual bed			
a) Three (3) Double-Sharing Room;			
b) Seventeen (17) Triple Sharing Room; and,			
c) Two (2) Quadruple Room Sharing			

C. FACILITIES	YES	NO	REMARKS
1. Continuous water supply and accessible comfort rooms;			
2. At least One (1) Operational elevator available 24/7 (if applicable);			The elevator is mandatory if the venue has five (5) & above storey Bldg.
3. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler;			
4. Available Intercom/handheld phone and/or Internet Connection within the premises of the building; and,			
5. Audible/Operational Sound System.			
D. Other Requirements	YES	NO	REMARKS
1. Provision of Technical, Janitorial and maintenance services;			
2. Ambience promotes learning, and;			
3. Adequate security service (24/7).			
E. Catering Services	YES	NO	REMARKS
1. Location must be inside the Function Room, or outside but near the function room;			
2. Meals for a guaranteed number of participants stated in this form.			

MEAL REQUIREMENTS – for Sixty-Five (65) participants

September 15, 2025 (Day 1)

- Buffet Breakfast;
- Plated AM Snacks;
- Buffet Lunch;
- Plated PM Snacks; and,
- Buffet Dinner.

September 16-18, 2025 (Day 2 to 4)

- Buffet Breakfast;
- Plated AM Snacks;
- Buffet Lunch;
- Plated PM Snacks; and,
- Buffet Dinner.

September 19, 2025 (Day 5)

- Buffet Breakfast;
- Plated AM Snacks;
- Buffet Lunch; and,
- Plated PM Snacks;

3. Meals composed of the following:			
a) Buffet Breakfast, Lunch and Dinner composed of:			
<ul style="list-style-type: none"> • Main Courses consisting of: <ul style="list-style-type: none"> - at least One (1) variant of meat (no pork); - at least One (1) variant of fish; and, - at least One (1) variant of vegetables • Rice; • Sweet/fruits/salad; and, • Soup. 			
b) Drinks composed of the following:			
<ul style="list-style-type: none"> • At least one (1) round of iced tea, or juice for every meal and every snacks; and, • Provision of free-flowing brewed coffee and/or tea (no additional charge) 			
c) Plated AM and Plated PM Snacks composed of:			
<ul style="list-style-type: none"> • Pasta/ combo sandwich/ congee/kakanin 			
Rating Factor	89%		

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name : _____

Branch: _____

FINANCIAL OFFER:

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, and does not reflect the guaranteed price. Please do not leave any blank items. Indicate "0" if item is being offered for free. (See Terms and Conditions)

Lease of Venue including Food and Accommodation for the conduct of FY 2026 Budget Execution Document's (BEDs) Workshop on September 15-19, 2025 in Region III		APPROVED BUDGET FOR THE CONTRACT (ABC): Seven Hundred Eighty Thousand Pesos (PhP780,000.00)		
<i>Offered Quotation:</i>				
Lease of Venue with Meals	A Please fill in your Offered rate (PhP)	B Total number of pax	C Total number of meals	D A x B x C
Function Room: (name of function room) September 15-19 2025				
Buffet Breakfast		65	5	
Plated A.M. Snacks		65	5	
Buffet Lunch		65	5	
Plated P.M. Snacks		65	5	
Buffet Dinner		65	4	
Room Requirement for Sixty-Five (65) participants	A Please fill in your Offered Rate Per Room Per Day/Night (PhP)	B Total number of pax or room	C Duration	D A x B x C
a) Three (3) Double-Sharing Room; b) Seventeen (17) Triple Sharing Room; and, c) Two (2) Quadruple Room Sharing			5 days & 4 nights	
Total Offered Quotation				

(OR) PACKAGE RATE				
Description	No. of Days	Total No. of Pax	Rate per pax/day	Total Package Rate
Lease of Venue including Food and Accommodation	5 days & 4 nights	65 pax		

Signature over Printed Name

Designation

Office Telephone No. / Mobile Telephone No.

Email address/es

Date Accomplished

Document No. : DA-OP-IPS1-03F4
Revision No. : 0

TERMS AND CONDITIONS

Any modifications in the room arrangements during contract implementation must be approved by the End-user. The rate of each new room shall not exceed the amount equal to the said room's published rate, as of the date of return of this RFQ, less (a) the corresponding percentage that was deducted from the published rate of the room for which this quotation is given to arrive at the offered quotation; or (b) a higher percentage than that mentioned in the foregoing; provided, that the resulting total cost of room arrangements shall not exceed the total offered quotation for the same as contained in this RFQ.

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of One Hundred Twenty (120) 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 to the lowest quotation 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 initialed by you or any of your duly authorized representative/s.
7. The (Name of End-User) shall confirm the final number of rooms and participants at least five (5) days prior to the scheduled function date. This shall be the basis for the contract price.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC/TWG 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.
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 upon the request of the End-user subject to the approval of the Head of Procuring Entity (HOPE).
11. The BAC/TWG/End-user shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
12. The End-user shall prefer send bill arrangements for payment.
13. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The HOPE 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 courses of action and remedies open to it.
14. The Uniform Guidelines for Blacklisting set forth in the existing Philippine Government Procurement Act shall apply in case any of the violations listed under aforementioned law, thereof is/are committed without prejudice for forfeiture of performance security.
15. The Department of Agriculture reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award with existing Philippine Government Procurement Act, without thereby incurring any liability to the affected bidder or bidders.

Conforme:

Signature over Printed Name