



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- 2/0**

**Name of Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of Hotel/Establishment:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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

The Department of Agriculture Central Office – Office of the Secretary (OSEC), through its Bids and Awards Committee, intends to **VENUE RENTAL INCLUDING FOOD AND ACCOMMODATION FOR THE CONDUCT OF THE TRAINING ON PUBLIC SERVICE ETHICS AND ACCOUNTABILITY ON SEPTEMBER 9-11, 2025 IN REGION IV-B.**

The lease of venue, including meals and accommodation, will be undertaken in accordance with the New Philippine 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 27, 2025 @ 5:00pm** 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 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, 2<sup>nd</sup> 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](mailto:da.procmon@gmail.com) within the deadline.

For any clarification, you may contact us at telephone no. 8927-7152 or email us at [da.procdiv@mail.da.gov.ph](mailto:da.procdiv@mail.da.gov.ph).

  
**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 |
|--|-----|----|---------|
| <b>I. Availability</b>   |     |    |         |
| Date of Event/Activity: September 9-11, 2025   |     |    |         |
| <b>II. Location :</b>  | YES | NO | REMARKS |
| A. Within (location of event/activity)   |     |    |         |
| B. Free parking space reserved within or near venue  |     |    |         |
| C. With access to main roads and national highways   |     |    |         |
| <b>III. Neighborhood data</b>  | 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. Proximity to Banks, Postal, and Telecommunications service provider   |     |    |         |
| <b>IV. Venue</b>   | YES | NO | REMARKS |
| A. Structural Condition  | YES | NO | REMARKS |
| The foundation is made of concrete and structural steel and materials or combination of both*  |     |    |         |
| B. Functionality of Function Room  | YES | NO | REMARKS |
| Available <b>one (1) function room from Day 1 (1:00PM – 8:00PM)</b><br><b>Day 2 (8:00AM – 11:00PM)</b><br><b>Day 3 (8:00PM – 1:00PM)</b> |     |    |         |
| (Preferred set-up of chairs i.e., Classroom set-up) for (number of participants) participants  |     |    |         |
| <b>Classroom set-up for 90 participants</b>  |     |    |         |
| 1.a. Room must not have pillars. If any, pillars must not obstruct participants' view of stage and projector screen/s                    |     |    |         |
| b. Light, ventilation, and air conditioning  |     |    |         |
| 2. Amenities include:  | YES | NO | REMARKS |
| a. Secretariat's table   |     |    |         |
| b. At least 3 microphone units (preferably wireless)   |     |    |         |
| c. At least Two (2) LCD projector with table and Two (2) Projector Screen  |     |    |         |
| <b>TECHNICAL SPECIFICATIONS:</b>   | YES | NO | REMARKS |
| d. Podium  |     |    |         |
| e. Philippine flag and pole  |     |    |         |
| f. Pads, pencils and candies   |     |    |         |
| g. Whiteboard and/or flipchart and markers   |     |    |         |
| h. Free and steady Wi-Fi connection in the function room/s   |     |    |         |
| i. Waived electricity charges for use of laptops and projector   |     |    |         |
| Area should accommodate: <b>Ninety (90) participants</b>   |     |    |         |
| <b>Room Arrangement for Training Participants:</b>   |     |    |         |
| <b>September 9-11, 2025</b>  |     |    |         |
| 3 Single Rooms, and 29 Triple Sharing Rooms (preferably separate beds)   |     |    |         |
| (number of rooms may vary depending on availability)   |     |    |         |

| D. FACILITIES   | YES | NO | REMARKS |
|---|-----|----|---------|
| 1. Continuous water supply and accessible comfort rooms                                   |     |    |         |
| 2. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler |     |    |         |
| 3. Available Telephone and/or Internet Connection within the premises of the building     |     |    |         |
| 4. Audible/Operational Sound System   |     |    |         |
| E. Other Requirements   | YES | NO | REMARKS |
| 1. Provision of technical Janitorial and maintenance services                             |     |    |         |
| 2. Ambience promotes learning   |     |    |         |
| 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 90 Participants**

**Day 1 (September 9, 2025)**

**AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner**

**Day 2 (September 10, 2025)**

**Buffet Breakfast, AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner**

**Day 3 (September 11, 2025)**

**Buffet Breakfast, AM Snacks, Lunch, PM Snacks**

|  |            |  |  |
|--|------------|--|--|
| 3. Meals composed of the following:  |            |  |  |
| a.) Assisted Buffet Breakfast, Lunch, and Dinner composed of:<br>i. Salad or soup<br>ii. Main course consisting of:<br>-At least 1 variant of meat;<br>-At least 1 variant of fish; and<br>-At least 1 variant of vegetables<br>iii. Rice<br>iv. Dessert |            |  |  |
| b.) Plated AM and PM Snacks composed of:<br>i. At least one variant of pasta and sandwich  |            |  |  |
| c.) Plated AM/PM Snacks (Pasta/KakaninSandwich)  |            |  |  |
| 4. Drinks composed of the following:   |            |  |  |
| 1. At least one round of iced tea or juice for every meal and every snack  |            |  |  |
| 2. Provision of free-flowing coffee and/or tea (no additional charge)  |            |  |  |
| <b>Rating Factor</b>   | <b>85%</b> |  |  |

**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)

|   |  |  |                            |                |
|---|--|--|----------------------------|----------------|
| <b>VENUE RENTAL INCLUDING FOOD AND ACCOMMODATION FOR THE CONDUCT OF THE TRAINING ON PUBLIC SERVICE ETHICS AND ACCOUNTABILITY ON SEPTEMBER 9-11, 2025 IN REGION IV-B</b> |  | <b>APPROVED BUDGET FOR THE CONTRACT (ABC):</b><br><br><b>Six Hundred Forty-Eight Thousand Pesos Only<br/>(PhP648,000.00)</b> |                            |                |
| <i>Offered Quotation:</i>   |  |  |                            |                |
| Lease of Venue with Meals   | A<br>Please fill in your Offered rate (PhP)                        | B<br>Total number of pax   | C<br>Total number of meals | D<br>A x B x C |
| Function Room:<br><br>(name of function room)   |  |  |                            |                |
| <b>September 9-11, 2025</b>   |  |  |                            |                |
| Buffet breakfast  |  | 90   | 2                          |                |
| Plated AM snacks  |  | 90   | 3                          |                |
| Buffet lunch  |  | 90   | 3                          |                |
| Plated PM Snacks  |  | 90   | 3                          |                |
| Buffet dinner   |  | 90   | 2                          |                |
| Room Requirement  | A<br>Please fill in your Offered Rate Per Room Per Day/Night (PhP) | B<br>Total number of pax or room   | C<br>Duration              | D<br>A x B x C |
| 3 Single Rooms, and 29 Triple Sharing Rooms (preferably separate beds)  |  |  | 3 days                     |                |
| <b>Total Offered Quotation</b>  |  |  |                            |                |

| <b>(OR) PACKAGE RATE</b>  |             |                  |                  |                    |
|---|-------------|------------------|------------------|--------------------|
| Description   | No. of Days | Total No. of Pax | Rate per pax/day | Total Package Rate |
| Lease of Venue including Food and Accommodation for 90 participants | 3 days      | 90 pax           |                  |                    |

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Office Telephone No. / Mobile Telephone No.

\_\_\_\_\_  
Email address/es

\_\_\_\_\_  
Date Accomplished

## **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 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 New 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 in accordance with the New Philippine Government Procurement Act, without thereby incurring any liability to the affected bidder or bidders

Conforme:

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Signature over Printed Name