



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- 213

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

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

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

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

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

The Department of Agriculture Central Office – MEPD-PRS-TRU, through its Bids and Awards Committee, intends to **LEASE OF VENUE WITH FOOD AND ACCOMODATION FOR THE CONDUCT OF THE DEPARTMENT OF AGRICULTURE (DA) - POLICY RESEARCH SERVICE (PRS) TRADE REMEDIES OFFICE (TRO) ORIENTATION WORKSHOP ON TRADE REMEDY MEASURES FOR AGRICULTURAL PRODUCTS FOR CY 2025 ON SEPTEMBER 9-12, 2025 AT DAVAO REGION.**

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 26, 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 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.

(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
<b>I. Availability</b>			
Date of Event/Activity: September 9-12, 2025			
<b>II. Location :</b>			
A. Within (location of event/activity)			
B. Free parking space reserved within or near venue			
C. Within access to main roads and national highways			
D. Inclusion of Transfer from Airport to Hotel and Vice Versa			
<b>III. Neighborhood data</b>			
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>			
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 (no. of function room) function room from (duration/hours)			
<b>1 Function room/ 6:00am-7:00pm</b>			
(Preferred set-up of chairs i.e., Classroom set-up) for (number of participants) participants			
<b>Classroom setup good for 60 participants</b>			
1. Room must not have pillars. If any, pillars must not obstruct participants' view of stage and projector screen/s			
2. Amenities include:	YES	NO	REMARKS
a. Secretariat's table			
b. At least three (3) microphone units (preferably wireless)			
c. LCD projector with table and Projector Screen			At least one (1)
<b>TECHNICAL SPECIFICATIONS:</b>	YES	NO	REMARKS
d. Podium			
e. Philippine flag and pole			
f. Pads, and 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			
<b>Area should accommodate: 60 participants</b>			
<b>Room Arrangement for Training Participants:</b>			
<b>Guaranteed 60 (twin/triple sharing) rooms for the whole duration of the event</b>			
<b>12 twin, and 12 triple rooms sharing</b>			
<b>C. FACILITIES</b>			
1. Continuous water supply and accessible comfort rooms	YES	NO	REMARKS
2. At least (1) Operational elevator available 24/7 (if applicable)			At least 1 elevator

3. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler			
4. Available Telephone and/or Internet Connection within the premises of the building			
5. Audible/Operational Sound System			
D. 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/s			
2. Meals for a guaranteed number of participants stated in this form			

**Meal Requirements**

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

AM Snacks for 60 participants  
Lunch for 60 participants  
PM Snacks for 60 participants  
Dinner for 60 participants

**Day 2-3 (September 10-11, 2025)**

Breakfast for 60 participants  
AM Snacks for 60 participants  
Lunch for 60 participants  
PM Snacks for 60 participants  
Dinner for 60 participants

**Day 4 (September 12, 2025)**

Breakfast for 60 participants  
AM Snacks for 60 participants  
Lunch for 60 participants

3. Meals composed of the following:			
a. Breakfast Buffet as included to the accommodation of the hotel			
b. AM & PM Snacks choices of: Either One Plate of Filipino Delicacies (Suman, Puro, Nilagang Kamote, kakanin, Pancit)			
c. Buffet Lunch and Dinner composed of:			
i. Fruits or Soup			
ii. Main course consisting of: - At least 1 variant of meat			
- At least 1 variant of fish; and			
- At least 1 variant of vegetables			
iii. Rice			
iv. Dessert			
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/juice (no additional charge)			
<b>Rating Factor</b>	<b>95.45%</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>LEASE OF VENUE WITH FOOD AND ACCOMODATION FOR THE CONDUCT OF THE DEPARTMENT OF AGRICULTURE (DA) - POLICY RESEARCH SERVICE (PRS) TRADE REMEDIES OFFICE (TRO) ORIENTATION WORKSHOP ON TRADE REMEDY MEASURES FOR AGRICULTURAL PRODUCTS FOR CY 2025 ON SEPTEMBER 9-12, 2025 AT DAVAO REGION</b>		<b>APPROVED BUDGET FOR THE CONTRACT (ABC):</b>  <b>Five Hundred Seventy-Six Thousand Pesos (PhP576,000.00)</b>		
<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)				
<b>September 9-12, 2025</b>				
Breakfast		60	3	
A.M. Snacks		60	4	
Lunch		60	4	
P.M. Snacks		60	3	
Dinner		60	3	
Room Requirement	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
Guaranteed 60 (twin/triple sharing) rooms for the whole duration of the event 12 twin, and 12 triple rooms sharing			4 days & 3 nights	
<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	4 days & 3 nights	60 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 (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 Appendix 17 of the 2016 Revised IRR of RA 9184 shall apply in case any of the violations listed under Items 4.1 and 4.2 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

Conforme:

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Signature over Printed Name