



Republic of the Philippines
OF AGRICULTURE
DEPARTMENT AGRICULTURAL TRAINING INSTITUTE
RTC-6 Western Visayas
ASU Compound, Banga, Aklan
Tel No. (036)267-5951 Telefax (036)267-6786

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION No. RFQ2023-215

The Agricultural Training Institute-Regional Training Center VI (ATI-RTC VI) through its Bids and Awards Committee (BAC) intends to apply the sum of **Nine Hundred Seventy-six Thousand Eight Hundred Seventy-five Pesos Only (₱ 976,875.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Lease of Venue including Lodging and Catering Services on June 13-15, 2023 in Iloilo City**. Quotations received in excess of the ABC shall be automatically rejected at the opening of price quotations. The aforementioned services detailed as follows:

Purchase Request No.	2023-05-218
Brief Description	Lease of venue including lodging and catering services that consist of breakfast, two (2) snacks (AM & PM), lunch and dinner
Duration	June 13-15, 2023
Location	Iloilo City
Mode of Procurement	Negotiated Procurement-Lease of Real Property & Venue (Sec. 53.10)
Approved Budget for the Contract (ABC)	Php 976,875.00

The Agricultural Training Institute-Regional Training Center VI (ATI-RTC VI) through its Bids and Awards Committee (BAC) invites all prospective suppliers/establishments to quote their lowest price on the services stated in the Request For Quotation Form subject to the Terms and Conditions stated herein and submit the same duly signed by their authorized representatives not later than **29th May 2023 at 9:00 AM**. Interested suppliers/distributors may obtain further information from the BAC Secretariat at telephone no. (036) 267-6786.

Sgd
DIANNE D. RIVERA
Head, BAC Secretariat

TERMS AND CONDITIONS:

1. All interested suppliers/establishments are required to read and follow the terms and conditions carefully.
2. Sealed proposals/quotations should be submitted in duplicate copies using this Official Request for Quotation Form.
3. Quotation shall be submitted to BAC Head Secretariat at Agricultural Training Institute-Regional Training Center VI, ASU Compound, Banga, Aklan or through email address at ati6.bac@gmail.com.
4. Quotations through fax/email are allowed for all suppliers **outside Aklan only**.
5. Quotation through email should bear the signature of the supplier and shall be addressed to the Head Secretariat of BAC, **Ms. Dianne D. Rivera**.
6. Late submission of quotation shall not be accepted.
7. Quotations exceeds the Approved Budget of Contract shall be disqualified.
8. Any quotation/offer other than those required and stated in this form shall not be considered for evaluation.
9. **Quotations must specify any and all kinds of applicable taxes including delivery and other charges that the supplier required.**
10. Price quotations are valid THIRTY (30) calendar days from the declaration of winning supplier.
11. All price quotations shall be considered as fixed prices and therefore not subject to price escalation during the issuance of Purchase Order and thereafter.
12. The bidder/supplier that has the lowest quotation shall be informed immediately and will be asked to submit additional requirement.
13. Payment is within FIFTEEN (15) calendar days from receipt of billing statement/charge invoice.
14. Delivery period shall be based on the date stated in the approved Purchased Order (PO).
15. Late delivery shall be subject to penalty of 1/10 of 1% of the total cost of undelivered items.
16. Quotations should be inserted on sealed envelopes with signature of bidder across the flap thereon. The name of the company, telephone number and PR Number should be written on the face of the envelope.
17. Quotations must be written clearly. Indecipherable quotations shall be automatically disregarded.
18. **Preferably to attached PhilGEPS Registration No., Mayor's/Business Permit, Latest Income Tax Return upon submission of quotation.**
19. Deadline for submission of sealed quotation is on or before **May 29, 2023 at 9:00 AM**.

REQUEST FOR QUOTATION FORM

Please quote your lowest price inclusive of VAT on the hereinafter listed goods and strictly follow the instruction stated at the first page of this form.

<i>PR Reference Nos.:</i>	2023-05-218		
<i>Type of Service/s:</i>	Lease of Venue including Lodging and Catering Services		
<i>Approved Budget of Contract (ABC):</i>	₱ 976,875.00	<i>Location:</i>	Iloilo City
Technical Requirements:			
<i>Type of Service/s:</i>	Training Venue/Hall		
<i>Duration:</i>	June 13-15, 2023		
<i># of pax/capacity:</i>	500 pax		
<i>Requirements:</i>	<ul style="list-style-type: none"> ➤ Venue which can accommodate at least 500 participants including guests, TMT and exhibitors; ➤ Fully airconditioned function hall; ➤ Lobby area that can accommodate at least five (5) booths for exhibit; ➤ Free use of LCD Projector and Widescreen and with clear Public Address System and wireless microphones ➤ Free use of tables and with comfortable chairs and appropriate table clothes. Table settings is also free of charge ➤ With strong internet connectivity and with back-up connection, with not less than 500mbps ➤ With at least 5 comfort rooms for both male and female ➤ With sufficient extension outlet for connection of laptops and other electrical equipment ➤ With sufficient illumination and adjustable lightings ➤ With three (3) extra rooms/hall for breakout session that can accommodate at least 50 pax per room and one (1) room for supplies and materials free of charge; ➤ Area that can accommodate three (3) table buffet; 		
<i>Others</i>	<ul style="list-style-type: none"> ➤ Must be accessible to any public transportation vehicle ➤ With secured parking space that can accommodate at least 20 units of vehicle; ➤ Provide special accommodation for dignitaries for security purposes free of charge ➤ Complementary use of van to ferry participants from and to the airport ➤ With separate venue for press conference and secretariat free of charge ➤ With standby generator set for uninterrupted power supply. 		
<i>Type of Service/s:</i>	Lodging Services		
<i>Duration:</i>	June 13-14, 2023		
<i># of pax/capacity:</i>	185 pax/night		
<i>Requirements:</i>	<ul style="list-style-type: none"> ➤ Individual bed, maximum of three (3) pax per room ➤ fully air-conditioned room, sufficient clean water with hot and cold shower, with linens, soap, towel and toiletries; ➤ Must have closet and safety deposit box for valuable items and belongings since participants come from different regions ➤ With WiFi signal and landline access ➤ With complimentary water, coffee and tea in a room ➤ With individual electronic key card based on occupancy. 		
<i>Type of Service/s:</i>	Catering Services		
<i>Meal Specifications:</i>	<p>a. Breakfast (Buffet Type)</p> <ul style="list-style-type: none"> ➤ unlimited rice - choices of plain and/or garlic rice), ➤ Four (4) viands – Choices of dried and/or fried fish; scrambled, sunny side up and/or hard boiled egg; longganisa, corned beef and/or hotdog ➤ Hot Drinks - availability of coffee, chocolate drinks and tea ➤ Drinks – availability of water, fresh fruit juice, canned juice, iced tea, fresh fruit juices (no powdered juice drink serve) <p>b. AM & PM Snack –</p> <ul style="list-style-type: none"> ➤ choices of native delicacies, sandwiches, pasta, ➤ fresh fruit juices (no powder juice drink serve); <p>c. Lunch & Dinner (Buffet Type) – (Unlimited Rice, 4 viands and vegetable, juice fruits, dessert)</p> <ul style="list-style-type: none"> ➤ Rice - unlimited rice (plain) 		

	<ul style="list-style-type: none"> ➤ Four (4) viands - Choices of fish, pork, beef and/or chicken entrée ➤ Dessert - Choices of fresh fruits, leche flan, fruit salad, chocolate cake, mango float, black sambo ➤ Drinks – Choices of fruit juices, softdrinks, iced tea ➤ Vegetables <p>d. Food preferences maybe arrange according to suggested menu e. free flowing water, coffee and chocolate drink f. preferably recyclable/biodegradable container for take-out food g. follow Covid-19 safety protocols</p>				
Servings included:	Breakfast	AM snack	Lunch	PM Snack	Dinner
	June 13, 2023				
	x	185 pax	185 pax	185 pax	185 pax
	June 14, 2023				
	185 pax	185 pax	185 pax	185 pax	185 pax
	June 15, 2023				
185 pax	185 pax	185 pax	185 pax	120 pax	
Schedule of Prices:					
Services			Quantity	Unit Price	Total
a) Training Venue			3 days		
b) Lodging Services			370 pax		
c) Catering services: (Please attach propose menu plan)				₱	₱
Breakfast			370 pax		
AM Snack			555 pax		
Lunch			555 pax		
PM Snack			555 pax		
Dinner			490 pax		
TOTAL COST OF SERVICES:					₱

After having carefully read and fully understood your instruction and requirements. I/We quote you on the item at prices noted above. I am in a position to furnish the above articles or services at the prices and in quantities as called for except as I have indicated. I/We can deliver the goods/services upon receipt of the Purchase Order.

Printed Name/Signature

Position

Name of Company/Business

Address

Date: _____
Tel. No.: _____
Fax No.: _____

Email Address: _____