



REQUEST FOR QUOTATION

DATE: 09/06/2024

PURCHASE REQUEST NO.: PAD (OA) FUND 2024-08-75

CANVASS NO. 86

Gentlemen:

Please quote your lowest price, taxes included, and subject to the terms and conditions that you may encounter purposely for article (s) and/or service(s) enumerated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached here with.

Very truly yours:

MILAGROS C. URBANO
 BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
			Accommodation		
	47	room	November 25-29, 2024 Deluxe Room (single/double)		
	4	room	Triple Sharing		
	15	room	November 25-28, 2024 Deluxe Room (single/double)		
	15	room	Triple Sharing		
			Food		
	159	pax	Day 0 (November 25, 2024) Dinner (Hotel)		
	551	pax	Day 1 (November 26, 2024) AM Snack		
	551	pax	Lunch		
	551	pax	PM Snack		
	506	pax	Dinner		
	496	pax	Day 2 (November 27, 2024) AM Snack		
	496	pax	Lunch		
	496	pax	PM Snack		
	427	pax	Dinner		
	384	pax	Day 3 (November 28, 2024) AM Snack		
	382	pax	Lunch		
	89	pax	PM Snack		
	89	pax	Dinner		
			Please see attached file the terms of reference for the food and accommodation		

PURPOSE:

For the conduct of the 1st International Participatory Guarantee System Summit on November 25-29, 2024 in Quezon City, National Capital Region.

Pls. submit the following eligibility documents:

- Mayor's/Business Permit
- Income Tax Return
- Notarized Omnibus Sworn Statement
- PhilGEPS Registration Number/Red Membership
- Certificate of Sole Distributorship

Note: Pls. provide also the following: contact information such as email address and mobile/landline numbers; Tax Identification Number and Bank Details

I hereby certify that I am in the position to furnish the above article(s), service(s) at the prices and in quantities as called for except as I have indicated. The articles are available in our stock for immediate delivery to the Agricultural Training Institute, Elliptical Road, Diliman, Quezon City

MODEL: _____
 DELIVERY PERIOD: _____
 WARRANTY PERIOD: _____
 PRICE VALIDITY: _____
 CANVASSED BY: _____
 DATE: _____

 Signature Over printed name of proprietor/Manager
 or Authorized Representative

**TERMS OF REFERENCE
LEASE OF VENUE**
(Including use of activity venue, accommodations, and meals)
**FOR THE 1st INTERNATIONAL PARTICIPATORY GUARANTEE SYSTEM (PGS) SUMMIT
NOVEMBER 25-29, 2024**

I. Scope of Work

The Service Provider should be able to provide the activity venues, facilities/amenities, accommodations, meals, and necessary medical first-aid and disaster response in case of an emergency with the following specifications:

A. General Requirements

1. **Preferred Location:** Must be within 5km radius from the ATI Central Office and other government offices for the accommodation of local delegates
2. **Inclusive Dates:** November 25-29, 2024
3. **Minimum Guaranteed Number of Participants:** varies per day
4. **Accommodations:** Room accommodations for the number of guests to be billeted in the hotel.
5. **Venue requirement:** Include function rooms, conference rooms, and an exhibit area.
6. **Facilities and equipment requirements:** Microphones, LCD projectors, stage, podium, high-speed internet connection
7. **Amenities requirements:** Gym, Swimming Pool, etc.
8. **Prayer Room:** A specific room should be allocated to serve as a prayer room for the guests.
9. **In case of additional participants:** The venue must be able to provide accommodation, meals, and use of facilities and other amenities where the cost must be at the same price.
10. **Catering Services:** Food served must be organic and/or naturally grown, aligning with the event's activities and theme. Additionally, provisions should be made available to accommodate a certain number of vegetarian and halal meals.
11. **Rates/Quotations:** Should be in Philippine Pesos and inclusive of 12% VAT and all other applicable taxes and charges.

B. Specific Requirements

1. Venue

Requirements for the venue shall include the following:

- Use of function rooms as follows:

DATE	REQUIREMENT	REMARKS
DAY 1 - November 26, 2024	Conference room for 500 pax	Venue for main event
	One function room for 30 pax	Press room
DAY 2 - November 27, 2024	One function room for 400 pax	For parallel meeting on Philippine PGS

	One function room for 50 pax	For parallel meeting of IFOAM delegates
	One function room for 50 pax	For parallel meeting of ASEAN delegates

- Use of an area for photo and product exhibits.
- Provide an area that could be used as a Secretariat Room.
- Round-table type set-up (with chairs and tables) for the function room.
- Provider provides the venue free of charge during the duration of the activity.

2. Meals

Requirements for the meals shall include the following:

- Buffet breakfast, lunch, and dinner, as well as AM and PM snacks for all participants for the duration of the inclusive dates. All food served must be organic and/or naturally grown. Additionally, provisions should be made available to accommodate a certain number of vegetarian and halal meals.
- Provide evidence such as certification or written and notarized attestation of naturally grown produce.
- Free-flowing coffee, tea, and drinking water.

3. Facilities and Equipment

- Audio and video system with at least five (5) microphones: two (2) wired and three (3) wireless
- Widescreen and LCD projector
- Notepads and pencils for all participants
- High-speed, stable and secured Wi-Fi connection dedicated for the activity

4. Accommodations (Rooms)

Requirements for the accommodations shall include the following:

- Room accommodations for the number of guests to be billeted in the hotel:
47 Twin Sharing and 4 Triple Sharing for 4 nights
15 Twin Sharing and 15 Triple Sharing for 3 nights
- All rooms must have the following:
 - Breakfast
 - Complimentary bottled water, coffee, or tea in rooms for each individual guest per day
 - Closet
 - Clean beddings
 - Clean toilet and bathroom
 - Hot and cold shower water supply
 - Towels, slippers, and toiletries (tissue, shampoo, conditioner, soap, toothbrush, toothpaste, among others) for each individual guest per day
 - Safety deposit box
 - Non Smoking Room

5. Prayer Room

The venue must include a quiet, dedicated room designated for prayer, accommodating the religious needs of the guests. The said room should have a nearby washroom for Muslim participants.

6. Emergency/Backup Power Generator

The venue must have the following in case of emergencies:

- Standby/backup electrical system in case of a power failure during the event.
- Necessary medical first-aid and disaster response equipment/facility.

7. Security, Safety and On-site Parking Requirements

- On-site security personnel to ensure the safety and security of the premises.
- In-house medical staff available for emergencies, a clinic, and first-aid kits on-site.
- Hotel technical staff to assist in managing the audio, sound systems, and projectors, and ensure they are present in both the function room and conference rooms during the event.
- On-site whole day free parking area for at least 85 vehicles.

8. Other Requirements

- Allow the LED and stage riser installation on the function room.
- Provide electricity for the venue set up.

Prepared by:


SHERRIF C. DREJE
Senior Agriculturist

Noted by:

Approved by:


ANTONIO J. ARCEO
OIC Chief, PAD/Director III


REMELYN R. RECOTER, MNSA, CESO III
Director IV

**1ST International Participatory Guarantee System (PGS) Summit
November 25-28, 2024**

TERMS OF REFERENCE - FOOD MENU

UNIT	ITEM DESCRIPTION	Quantity
	November 25, 2024	
pax	Dinner (Buffet)	
pax	Salmon Head sa Miso, Gilled Liempo, Ginataang Kalabasa, Fruits, Soup, Fruit Juice	159
	November 26, 2024	
pax	Breakfast (Hotel Buffet for Checked in Participants)	
pax	AM Snacks (Buffet)	
pax	Club House Sandwich, Fries, Fruit Juice	551
pax	Lunch (Pack)	
pax	Beef Kare-Kare, Rilyenong Bangus, Soup, Buko Salad, Fruit Juice	551
pax	PM Snack (Buffet)	
pax	Carbonara, Garlic Bread, Fruit Juice	551
pax	Dinner (Buffet)	
pax	Beef Bulalo, Grilled Tilapia, Boiled Kangkong, Okra, Sitaw, w/ Bagoong, Fruits, Soup, Fruit Juice	506
pax	Fellowship Night	
	November 27, 2024	
pax	Breakfast (Hotel Buffet for Checked in Participants)	
pax	AM Snacks (Buffet)	
pax	Beef Mami, Egg Sandwich, Fruit Juice	496
pax	Lunch (Pack)	
pax	Chicken Ala King, Buttered Vegetable, Fish Fillet, Soup, Crema de Fruta, Fruit Juice	496
pax	PM Snack (Buffet)	
pax	Ginataang Bili-bilo, Pastry, Fruit Juice	496
pax	Dinner (Buffet)	
pax	Roast Chicken, Buttered Vegetable, Grilled Blue Marlin, Fruits, Soup, Fruit Juice	427
	November 28, 2024	
pax	Breakfast (Buffet)	
pax	Daing na Bangus, Corned Beef, Scrambled Egg, Lakatan/Fresh Fruits, Brewed Coffee/Hot Choco/Hot Tea	
pax	AM Snacks (Buffet)	
pax	Beef Mami, Egg Sandwich, Fruit Juice	11
pax	Lunch (Pack)	
pax	Chicken Ala King, Buttered Vegetable, Fish Fillet, Soup, Crema de Fruta, Fruit Juice	11
pax	PM Snack (Buffet)	
pax	Ginataang Bili-bilo, Pastry, Fruit Juice	11
pax	Dinner (Buffet)	
pax	Roast Chicken, Buttered Vegetable, Grilled Blue Marlin, Fruits, Soup, Fruit Juice	89
	Terms of Reference:	
	1. Organically Prepared Foods	

Charged to: FY 2024 OAP Fund