



REQUEST FOR QUOTATION

DATE: 09/06/2024

PURCHASE REQUEST NO.: PAD (CORN) FUND 2024-09-76

CANVASS NO. 87

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		
	100	pax	October 22-24, 2024		
	25	pax	October 25, 2024		
			Food		
	75	pax	October 22, 2024 Breakfast (buffet) - Beef tapa, tinapa, scrambled egg, lakatan/fresh fruits, brewed coffee/hot choco/hot tea		
	75	pax	AM Snacks (buffet) - Arrozcaldo, toge, boiled egg, fruit juice		
	850	pax	Lunch (buffet) - Garlic beef spareribs, lumpiang sariwa, grilled bangus, soup, fresh fruits and fruit juice		
	850	pax	PM Snacks (buffet) - Lasagna, garlic bread, fruit juice		
	850	pax	Dinner (buffet) - Salmon head sa miso, grilled liempo, local dish, fruits, soup, fruit juice		
	850	pax	October 23, 2024 Breakfast (buffet) - Chicken adobo with patatas, boiled egg, kangkong, lakatan/fresh fruits, brewed coffee/hot choco/hot tea		
	850	pax	AM Snacks (buffet) - Club house sandwich, fries, fruit juice		
	850	pax	Lunch (buffet) - Beef kare-kare, local dish, seafood sinigang, buko salad, fruit juice		
	850	pax	PM Snacks (buffet) - Carbonara, garlic bread, fruit juice		
	850	pax	Dinner (buffet) - Chicken ala king, grilled tilapia, boiled kangkong, okra, sitaw w/ bagoong, fruits, soup, fruit juice		
	850	pax	October 24, 2024 Breakfast (buffet) - Daing na bangus, corned beef, scrambled egg, lakatan/fresh fruits, brewed coffee/hot choco/hot tea		
	850	pax	AM Snacks (buffet) - Beef mani, egg sandwich, fruit juice		
	850	pax	Lunch (buffet) - Beef bulalo, buttered vegetable, grilled blue marlin, soup, crema de fruta, fruit juice		
	850	pax	PM Snack (buffet) - Ginataang bilo-bilo, pastry, fruit juice		
	850	pax	Dinner (buffet) - Roast chicken, buttered vegetable, local dish, fruits, soup, fruit juice		
	850	pax	October 25, 2024 Breakfast (buffet) - Daing na bangus, corned beef, scrambled egg, lakatan/fresh fruits, brewed coffee/hot choco/hot tea		
	850	pax	AM Snacks (buffet) - Beef mani, egg sandwich, fruit juice		
	850	pax	Lunch (buffet) - Chicken ala king, buttered vegetable, fish fillet, soup, crema de fruta, fruit juice		
	850	pax	PM Snacks (buffet) - Ginataang bilo-bilo, pastry, fruit juice		
	850	pax	Dinner (buffet) - Roast chicken, buttered vegetable, grilled blue marlin, fruits, soup, fruit juice		
			Please refer to attached Terms of Reference		

PURPOSE:

For the conduct of the 17th National Corn Congress on October 22-25, 2024 in Legazpi City, Albay.

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
(Accommodations, and meals)
FOR THE 17th PHILIPPINE NATINAL CORN CONGRESS
OCTOBER 22 - 25, 2024

I. Scope of Work

The Service Provider should be able to provide 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 5 km radius from the Legazpi City Convention Center (LCCC) for the accommodation of Congress delegates.
2. **Inclusive Dates:** October 22 - 25, 2024.
3. **Minimum Guaranteed Number of Participants:** 100 accommodation and 850 full board meals for the whole duration
4. **Accommodations:** Room accommodations for the number of guests to be billeted in the hotel.
5. **Amenities requirements:** Gym, Swimming Pool, etc.
6. **Prayer Room:** A specific room should be allocated to serve as a prayer room for the guests.
7. **Catering Services:** Food served must include local dishes. Additionally, provisions should be made available to accommodate a certain number of vegetarian and halal meals. Caterer must provide round tables (with cover) and skirted chairs for the 850 participants in the venue.
8. **Rates/Quotations:** Should be in Philippine Pesos and inclusive of 12% VAT and all other applicable taxes and charges.

B. Specific Requirements

1. 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. Additionally, provisions should be made available to accommodate a certain number of vegetarian and halal meals.
- Free-flowing coffee, tea, and drinking water.
- Provision of round tables with table cloths and skirted chairs for 850 participants in the venue

2. Accommodations (Rooms)

Requirements for the accommodations shall include the following:

- Room accommodations for the number of guests to be billeted in the hotel:
 - 7 single occupancy for 3 nights
 - 10 twin sharing for 3 nights
 - 15 triple sharing for 3 nights
 - 7 quadruple sharing

- All rooms must have the following:
 - 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

3. 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.

4. Parking Requirements

- Provision of whole day parking area for the service vehicles of the participants.

Prepared by:


SHERIE C. DREJE
Senior Agriculturist

Noted by:


ANTONIETA J. ARCEO
OIC Chief, PAD/Director III

Approved by:


REMELYN R. RECOTER, MNSA, CESO III
Director IV