

INSTRUCTIONS:

1. The bidder shall provide correct and accurate information in the form.
2. The bidder shall submit this form duly accomplished and signed by the company's authorized representative.
3. Do not alter the contents of this form in any way. Any erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative.
4. Technical specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Name of Company: _____

Name of Hotel/Establishment: _____

Address: _____

Taxpayer Identification Number (TIN): _____

PhilGEPS Registration Number: _____

Dear Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

COMPLIANCE WITH TECHNICAL REQUIREMENTS:

TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE / SCOPE OF WORK:	Statement of Compliance <i>(pls. check the corresponding column/row)</i>		Remarks
	Yes	No	
I. AVAILABILITY*			
a. Hotel / Room and, Conference/Meeting Room must be available on November 25-26, 2024			
One (1) air-conditioned conference/meeting room that can accommodate eighteen (18) pax from 8:30 AM to 4:30 PM (8hrs) on November 25, 2024, Monday and 8:00 AM to 12:00 Noon (4 hrs) on November 26, 2024, Tuesday			
Room Accommodation for 10 (pax) Females, 7 (pax) Males, and a Solo Room for One (1) pax			
II. LOCATION AND SITE CONDITION*			
1. Accessibility: Must be within Batangas and Cavite Area			
2. Parking Space: Must have at least five (5) free parking space for the guests			

III. NEIGHBORHOOD DATA *			
1. Sanitation and health condition: Proper waste management system such as regular garbage collection and with sanitary permit from appropriate authority			
2. Police and fire station: Proximity to police and fire stations			
3. Restaurant: Proximity to other restaurant/s			
4. Banking and Postal: Proximity to banks, postal, and telecommunications service providers			
4. VENUE *			
a. Structural and health condition: The structure is made of concrete and structural steel materials or combination of both.			
b. Functionality	-	-	
a. Conference Rooms: One (1) air-conditioned conference/meeting room that can accommodate eighteen (18) pax from 8:30 AM to 4:30 PM (8hrs) on November 25, 2024 and 8:00 AM to 12:00 Noon (4 hrs) on November 26, 2024			
b. Room Arrangement: Function room – banquet table set-up with extra table in front near the projector			
c. Light, ventilation, and air conditioning: Has proper and working light, ventilation, and air conditioning			
d. Space requirements: Can accommodate eighteen (18) pax			
c. Facilities	-	-	
a. Water supply and toilet: Continuous water supply and accessible comfort room			
b. Lighting system: Has proper and working Light			
c. Elevators: Operational Elevators for storey buildings			
d. Fire escapes: Accessible way through fire exit in compliance with the standards provided by the Building Code of the Philippines			
e. Fire fighting equipment: Accessible emergency exit and alarm standby fire extinguisher and automatic sprinkler			
f. Internet and telecommunications: Free, steady, and strong Wi-Fi connection with 100 mbps			
g. Audio visual equipment: Audible/operational sound system; With LCD projector and screen			
d. Other requirements	-	-	
a. Maintenance: Provision of janitorial, and maintenance service			
b. Attractiveness: Ambiance promotes learning and relaxation			
c. Security: Adequate security service (24/7)			

<p>e. Catering Services: Meal Requirements on November 25, 2024 for 18 pax</p> <ul style="list-style-type: none"> • Managed Buffet Lunch: Steamed rice, main course with at least two (2) viands, vegetable/salad/and or soup, dessert, and cold drinks (ice tea, juice or soda) • Plated PM Snacks: Pasta/Noodles/Sandwich or Bread, and cold drinks (ice tea, juice or soda) • Managed Buffet Dinner: Steamed rice, main course with at least two (2) viands, vegetable/salad/and or soup, dessert, and cold drinks (ice tea, juice or soda) <p>Meal Requirements on November 26, 2024 for 18 pax</p> <ul style="list-style-type: none"> • Managed Buffet Breakfast: Steamed or Fried rice, main course with at least two (2) viands, and/or bread with spread and hot coffee • Plated AM Snacks: Pasta/Noodles/Sandwich or Bread, and cold drinks (ice tea, juice or soda) • Managed Buffet Lunch: Steamed rice, main course with at least two (2) viands, vegetable/salad/and or soup, dessert, and cold drinks (ice tea, juice or soda) • Free Flowing Coffee during the use of Function room on Nov. 25-26, 2024 			
<p>f. Client's satisfactory rating: with at least good satisfactory rating</p>			

GENERAL REQUIREMENTS *	Statement of Compliance (pls. check the corresponding column/row)		Remarks
	Yes	No	
1. Delivery Period: November 25 (Monday) and November 26 (Tuesday) of 2024			
2. Delivery Address: Must be within Batangas or Cavite area			
3. Payment Terms and Conditions: Payment shall be made upon completion and acceptance of service/requirements and submission of required payment documents in accordance with existing government accounting rules and regulations.			

Price quotations/, to be denominated in the Philippine pesos shall include all applicable taxes.			
4. The items shall be delivered according to the requirements specified in the Technical Specifications / Requirements.			
5. The NTC RIV-A shall have the right to inspect and/or to test the goods specified in the Technical Specifications or Terms of Reference.			

FINANCIAL PROPOSAL:

Please quote your best offer inclusive of all costs and applicable taxes for items or requirements below.

ITEM	AMOUNT OFFERED
One (1) air-conditioned conference/meeting room that can accommodate eighteen (18) pax from 8:30 AM to 4:30 PM (8 hrs) on November 25, 2024 and 8:00 AM to 12:00 Noon (4 hrs) on November 26, 2024	
Room Accommodation for the ff: 10 (pax) Females, 7 (pax) Males, and a Solo Room for One (1) pax	
Meals: November 25, 2024 Managed Buffet Lunch Plated PM Snacks Managed Buffet Dinner November 26, 2024 Managed Buffet Breakfast Plated AM Snacks Managed Buffet Lunch	
TOTAL ESTIMATED COST	

PAYMENT DETAILS	
Banking Institution	
Branch	
Account Name	
Account Number	

Prospective Lessor's Authorized Representative

Submitted by: _____
Signature Over Printed Name

Designation: _____

Telephone/Mobile Number: _____

Email Address: _____