

**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	
<b>I. AVAILABILITY*</b>			
a. Venue with managed buffet (meals and drinks) on <b>December 18, 2025, Thursday</b> , from 5:00 pm to 11:00 pm (6 hrs.) for at least 40 pax			
<b>II. LOCATION AND SITE CONDITION*</b>			
1. <b>Accessibility:</b> Must be within the Province of Batangas			
2. <b>Parking Space:</b> Must have at least Ten (10) free and secured parking space for the guests			
<b>III. NEIGHBORHOOD DATA *</b>			
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			
<b>4. VENUE *</b>			
a. Structural and health condition: The structure is made of concrete and structural steel materials or combination of both.			
<b>b. Functionality</b>			
a. Function Hall (appx. 190 sqm.)			
b. Room Arrangement	-	-	
c. Light, ventilation, and air conditioning: Has proper and working light, ventilation, and air conditioning			
d. Space requirements: Can accommodate at least 40 pax and has a spacious area for other activities			
<b>c. Facilities</b>			
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. Firefighting equipment: Accessible emergency exit and alarm standby fire extinguisher and automatic sprinkler			
f. Internet and telecommunications: Free, steady, and strong Wi-Fi connection			
g. Audio visual equipment / Lights and Sound system / microphones			
<b>d. Other requirements</b>			
a. Maintenance: with available staff to facilitate lights/sounds			
b. Attractiveness: Ambiance promotes learning and relaxation			
c. Security: Adequate security service (24/7)			
<b>e. Catering Services:</b>			
<ul style="list-style-type: none"> <li>• Manage buffet (dinner) including drinks for atleast 40 pax</li> <li>• Basic Buffet set-up</li> <li>• Table and chair set-up</li> <li>• With catering staff (waiter, server, dishwasher)</li> </ul>			
f. Client's satisfactory rating: with at least good satisfactory rating			

GENERAL REQUIREMENTS *	Statement of Compliance <i>(pls. check the corresponding column/row)</i>		Remarks
	Yes	No	
1. <b>Delivery Period: December 18, 2025 (Thursday)</b> – from <b>5:00 pm to 11:00 pm – 6 hrs.</b>			
2. <b>Delivery Address:</b> Must be within the Province of Batangas; Preferably near the NTC RIV-A Regional Office			
3. <b>Payment Terms and Conditions:</b> 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 quotation/s, to be denominated in the Philippine pesos shall include all applicable taxes (5% and 2%).			
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
Venue with managed buffet (meals and drinks) on <b>December 18, 2025, Thursday</b> , from 5:00 pm to 11:00 pm (6 hrs.) for at least 40 pax: - Managed buffet (meals and drinks) – pls. attach the Menu	
<b>TOTAL ESTIMATED COST</b>	

<b>PAYMENT DETAILS</b>	
Banking Institution	
Branch	
Account Name	
Account Number	

**Prospective Lessor's Authorized Representative**

Submitted by: \_\_\_\_\_  
Signature Over Printed Name

Designation: \_\_\_\_\_

Telephone/Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_