



UNIVERSITY OF THE PHILIPPINES BAGUIO
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Request for Quotation

PROCUREMENT PROJECT: Lease of Venue with accommodation, meals and snacks for the writing workshop with PABIDACO team members and collaborators on 8-12 February 2021

PR No. 13956

Approved Budget for the Contract: Php 53,000.00

Date: February 01, 2021
 RFQ No.: 2021-02-001

Name of Hotel/ Venue: _____
 Address: _____
 Name of Company: _____
 Address: _____
 Business Permit No.: _____
 TIN: _____
 PhilGEPS Registration No.: _____

The University of the Philippines Baguio, through its Bids and Awards Committee, intends to lease a venue, including meals and accommodation, for the **Writing workshop with PABIDACO Team Members and Collaborators** to be conducted on **8 - 12 February 2021 in Baguio City**.

The lease of venue will be undertaken in Accordance with section 53.10 of the Revised Implementing Rules and Regulations on Republic Act No. 9184.

As such you are invited to submit your establishment's quotation/proposal by you or your duly authorized representative **not later than 04 February 2021, at exactly 12:00 p.m.** Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. Mayor's/ Business Permit;
2. PhilGEPS Certificate of Registration/ Registration Number

Open quotations may be submitted manually or through facsimile or email at the address and contact number indicated below.

For any clarification, you may contact the **Mr. Brian D. Lumague** at **telephone no. (074) 442 3484** or email address at **spmo.upbaguio@up.edu.ph**.


IRENE J. ENRIQUEZ
 Chief, SPMO

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INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical Specifications with ASTERISKS (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the General Conditions, I/we submit our quotation for the item/s as follows:

Procurement Project		Approved Budget for the Contract (ABC) (Php)	
Writing workshop with PABIDACO Team Members and Collaborators		53,000.00	
Technical Specifications:			
Item Description	Compliance		Remarks
I. Availability	YES	NO	
a. 8 - 12 February 2021 8:00 am - 5:00 pm			
II. Location	YES	NO	
a. Within Baguio City, Benguet			
b. Free parking space reserved within or near the venue			
i. 4 slots	[]	[]	
ii. 3 slots	[]	[]	
iii. 2 slots	[]	[]	
iv. 1 slot	[]	[]	
III. Neighborhood Data	YES	NO	
a. Proper waste management system such as regular garbage collection and with Sanitary permit from appropriate authority			
b. Proximity to Police and Fire Stations			
c. Strong Telecommunications service/ signal			
IV. Venue	YES	NO	
a. Structural condition: the foundation is made of concrete and structural steel or materials or combination of both*			
b. Functionality: Function Room:			
i. Table and chair set-up for 10 participants*	[]	[]	
ii. Room must not contain pillars*	[]	[]	
iii. Projector screen and table for LCD/DLP Projector	[]	[]	
iv. Whiteboard and/or flip chart and markers*	[]	[]	
v. Free and steady Wi-Fi connection*	[]	[]	
vi. Waived electricity charges for use of laptop and related gadgets*	[]	[]	
vii. Accessible electrical outlets	[]	[]	
viii. Audible/operational sound system with microphone*	[]	[]	
ix. Area should accommodate 10 participants*	[]	[]	
c. Facilities			
i. Continuous water supply and accessible comfort room*	[]	[]	
ii. Compliance with the standards provided by the Building Code of the Philippines*	[]	[]	
iii. Accessible emergency exit and alarm, stand by fire extinguisher*	[]	[]	

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iv. Available and free use of Telephone/or Internet connection within the premises of the building*	[]	[]	
d. Other requirements			
i. Provision of Janitorial/Maintenance Services*	[]	[]	
ii. Ambiance promotes learning	[]	[]	
iii. Availability of first aid kit	[]	[]	
iv. Adequate Security Services (24/7)*	[]	[]	
e. Accommodation			
i. Three (3) Standard room with two (2) single beds with free breakfast Check in: 8 February 2021 Check out: 12 February 2021 - cozy room with private toilet and bath, hot and cold shower, with WIFI - with cable ready television	[]	[]	
f. Catering Services			
i. Location must be inside the function room and/or outside BUT near the function room*	[]	[]	
ii. Meals for 6 participants – a sample menu to be attached*			
1. AM Snack	[]	[]	
2. Plated Lunch (choice of chicken/ pork, fish & vegetable with drinks)	[]	[]	
3. PM Snack	[]	[]	
4. Plated Dinner (choice of chicken/ pork, fish & vegetable with drinks)	[]	[]	
iii. Free flowing coffee and water at the conference room during the workshop proper	[]	[]	
g. Client's satisfactory rating based on online hotel reviews			

Please quote your best government price (including VAT) offer in the space provided for below.

Procurement Project	OFFERED QUOTATION (PhP)
Writing workshop with PABIDACO Team Members and Collaborators	
Total Quoted Amount in words:	

After having carefully read and accepted your General Conditions, I/We quote you on the lot/item at prices noted above.

Signature of Representative: _____
 Name of Representative: _____
 Position: _____
 Telephone/ Mobile Number: _____
 Email address: _____