



UNIVERSITY OF THE PHILIPPINES BAGUIO
 Governor Pack Road, Baguio City, Benguet, CAR
 VAT Reg. TIN: 000-864-006-00007

Request for Quotation

PROCUREMENT PROJECT: Lease of Venue with Catering Services and Accommodation for the MK-CHED Museum Training Workshop Conference on 2-5 August 2022

PR No. 16733

Approved Budget for the Contract: Php 725,000.00

Date: July 21, 2022
 RFQ No.: 2645

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, for the **MK-CHED Museum Training Workshop Conference** to be conducted on **on 2-5 August 2022 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 25 July 2022, at exactly 8:00 a.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
3. Annual Income/ Business Tax Return

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 **bdlumague@up.edu.ph**, cc: **spmo.upbaguio@up.edu.ph**.


RODOLFO T. SUYAT, JR. ^{o/c, 672122}
 Administrative Officer III

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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.
5. Payment: in cheque form payable to supplier 20 days after every event.

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

Description		Approved Budget for the Contract (ABC) (Php)	
PROCUREMENT PROJECT: Lease of Venue with Catering Services and Accommodation for the MK-CHED Museum Training Workshop Conference on 2-5 August 2022		725,000.00	
Technical Specifications:			
Item Description	Compliance		Remarks
I. Availability	YES	NO	
a. 2 - 5 August 2022 8:00 am - 5:00 pm			
II. Location	YES	NO	
a. Within Baguio City			
b. Free and spacious parking space reserved within or near the venue			
i. 5 slots	[]	[]	
ii. 4 slots	[]	[]	
iii. 3 slots	[]	[]	
iv. 2 slots	[]	[]	
III. Neighborhood Data	YES	NO	
a. Not cramped/congested neighborhood, with green scenery conducive to strategic planning activities			
b. Proximity to Police and Fire Stations			
c. Strong Telecommunications service/ signal			
IV. Venue	YES	NO	
a. <u>Structural condition:</u> the foundation is made of concrete and structural steel or materials or combination of both*			
b. <u>Functionality:</u> <u>Function Room:</u>			
i. Table and chair set-up	[]	[]	
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 115 participants with social distancing; with 2 smaller break out session room good for 30 persons*	[]	[]	
c. <u>Facilities</u>			
i. Continuous water supply and accessible comfort room*	[]	[]	

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ii. Compliance with the IATF/DOT/DILG/DOH guidelines on operation under the pandemic, with SAFETY SEAL	[]	[]	
iii. Accessible emergency exit and alarm, stand by fire extinguisher*	[]	[]	
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. Availability of first aid kit	[]	[]	
iii. Adequate Security Services (24/7)*	[]	[]	
iv. available/standby by technical assistance for trouble shooting of sound system/projector system	[]	[]	
e. Catering Services			
i. Location must be inside the function room and/or outside BUT near the function room*	[]	[]	
ii. Meals – a sample menu to be attached*			
1. First day - Breakfast, Lunch, Dinner	[]	[]	
2. Second day - Breakfast, Lunch	[]	[]	
3. Third day - Breakfast, Lunch, Dinner	[]	[]	
4. Fourth day - Breakfast	[]	[]	
f. Accommodation			
i. 10 rooms for single occupancy	[]	[]	
ii. 1 room for twin sharing	[]	[]	
iii. 1 room for triple sharing	[]	[]	
iv. 25 rooms for quad sharing			
Check in: 2 August 2022			
Check out: 5 August 2022			
- cozy and with fully-airconditioned room with private toilet and bath, hot and cold shower with toiletries			
- with cable ready television & safety deposit box inside the room			
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.

Description	OFFERED QUOTATION (PhP)
PROCUREMENT PROJECT: Lease of Venue with Catering Services and Accommodation for the MK-CHED Museum Training Workshop Conference on 2-5 August 2022	
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: _____