



Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8107366  
**Procuring Entity** COOPERATIVE DEVELOPMENT AUTHORITY - REGION XI  
**Title** HOTEL, LODGING AND MEETING FACILITIES  
**Area of Delivery** Davao Del Sur

<b>Solicitation Number:</b> 2021-006	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Hotel and Lodging and Meeting Facilities	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b> PHP 93,000.00	<b>Date Published</b>	22/10/2021
<b>Delivery Period:</b>	<b>Last Updated / Time</b>	21/10/2021 12:13 PM
<b>Client Agency:</b>	<b>Closing Date / Time</b>	25/10/2021 13:00 PM
<b>Contact Person:</b> RUBEN LABUGUEN CUNANAN Regional Director 2/F GB CAM Building, Monteverde Avenue Davao City Davao Del Sur Philippines 8000 63-082-2258064 63-082-2227710 r11@cda.gov.ph		

**Description**

REQUEST FOR QUOTATION  
 Date: October 19, 2021  
 RFQ No.: 2021-10-074

Name of Company: \_\_\_\_\_  
 Address: \_\_\_\_\_

Business Permit No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your Original Quotation duly signed by you or your duly authorized representative not later than three(3) days upon receipt.

NOEMI A. MAGABILEN  
 Chairman, Bids & Awards  
 Committee

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

OFFER  
 ITEM DESCRIPTION Quantity (QTY) Approved Budget for the Contract PRICE Compliance with Technical Specifications (please check) REMARKS  
 PURPOSE: QTY Unit Price Total Price Yes No

TO PROCURE ROOM ACCOMMODATION WITH thirty-one 3,000.00 PROVISIONS OF SNACKS AND MEALS FOR THE CDA- (31) per pax PHILMEC COLLABORATION PROGRAM FOR DAVAO DE ORO PARTICIPANTS, TO WIT:

Training hall for 31 pax for two (2) days October 28-29, 2021 with complete equipment to be used during the event such as but not limited to:

1. Sound System
2. Separate microphones for each speakers (non-sharing) approximately 4-5pcs
3. 2 Multi-Media Projectors (front and Middle)
4. Extension cords for laptops and gadgets used by the facilitators and attendees
5. Availability of power generators in case of power outage
6. 16 GB Speed Data wifi connections in the room and training hall
7. 2 pcs. 10x6 Tarpaulin hanged outside the venue and backdrop at the training

1 night room accomodation (good for 3) Oct. 28, 2021 ten (10)

1 night room accomodation (single) Oct. 28, 2021 one (1)

with mineral bottled water, hot and cold shower, water heater for coffee, cups and saucers refrigerator and deposit box

#### PLATE-IN

Oct. 28 Day 1 - AM & PM Snacks, Lunch and Dinner thirty-one (31)

Oct. 29 Day 2 - AM & PM Snacks, Breakfast and Lunch thirty-one (31)

with FREE flowing coffee, tea and water

Use single service condiments, dispensed by staff, to avoid contamination.

#### Terms and Conditions to be observed:

Place minimum 60% alcohol-based hand sanitizer dispensers

Training hall include separate entrances/exits, separate washrooms, and separate walking paths into and out of the venue. The venue will limit risk of transmission and promote hygiene practices

The seating plan must be designed in maintaining physical distancing between the facilitators, training coordinators and attendees in accordance with current gathering limits, enabling contact tracing and supporting the health and safety protocols.

Visual cues such as drawing circles in the venue to encourage physical distancing.

Signage should be posted throughout the facility to promote physical distancing.

Clear directional signage for entry and exit locations should be displayed, with extra staff to monitor physical distancing.

#### OFFER

ITEM DESCRIPTION Quantity (QTY) Approved Budget for the Contract PRICE Compliance with Technical Specifications (please check) REMARKS

PURPOSE: QTY Unit Price Total Price Yes No

An emergency plan for individuals displaying symptoms and how they will be isolated

Ensure the use of non-medical masks by all participants, except when eating or drinking, along with maintaining a 2 metre / 6 foot distance

- Nothing Follows -

Note: •Quoted price/s must be VAT inclusive.

•Supplier must submit a sealed quotation.

•Sealed quotation must be submitted with PhilGEPS Certificate of Membership together with Signature over Printed Name

one or two of the following: Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration.

Contact Numbers (Landline and/or Canvasser Cellphone Nos.)/E-mail address

**TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotations, to be denominated in Philippine peso shall include all taxes.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The items shall be delivered within Ten (10) working days from receipt of Purchase/Job Order.
8. The CDA-Davao Extension Office shall have the right to inspect and/or to test the goods
9. Submit your sealed quotation by mail or through your messenger addressed to the Cooperative Development Authority,  
2nd Floor, G.B. Cam Building, T. Monteverde Avenue, Davao City
10. The Cooperative Development Authority reserves the right to accept or reject any or all quotations, waive any informality or technically therein and award to any firm whose proposal is deemed most advantageous to the government.

**Other Information**

For Inquiries, please contact Ms. Doreen R. Catayoc at mobile no. 0919-069-3104

**Created by** RUBEN LABUGUEN CUNANAN

**Date Created** 21/10/2021

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