



COOPERATIVE DEVELOPMENT AUTHORITY Regional Office XI

2/F G.B Cam Bldg., Monteverde Avenue 8000 Davao City
https://www.cda.gov.ph r11@cda.gov.ph CDA Regional Office XI



REQUEST FOR QUOTATION

Date: **January 11, 2022**
RFQ No.: **2022-01-010**

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:

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract	OFFER				REMARKS	
			PRICE		Compliance with Technical Specifications (please check)			
			QTY	Unit Price	Total Price	Yes	No	
PURPOSE: for Disaster and Resiliency Preparedness/Identification and Analysis of Potential Risks/EHPAP Orientation/Target Setting Activity purposes								
Training hall for 25 pax on Feb. 10, 2022 with provisions of AM Snacks, Lunch, PM Snacks and Dinner with complete equipment to be used during the event such as but not limited to:	25							
Room Accommodation for 24 pax (2 in a room) on February 10, 2022	24	95,000.00						
Training hall for 34 pax on Feb.10, 2022 (with breakfast, AM, Snacks, Lunch and PM Snacks) with complete equipment to be used during the event such as but not limited to:	34							
1. Sound System								
2. 4-5 pcs. Separate microphones for each speakers (non-sharing)								
4. Extension wires/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. 1 pcs. 10x6 indoor Backdrop (Tarpaulin)								
8. 600 sqm. Floor area and 4.2 meters ceiling height Training hall								
9. Spacious Carpark								
10. Free use of Swimming pool, game room and fitness room amenities for teambuilding purposes								
11. Built-in multi media projector								
12. Rostrum								
Airconditioned Rooms (daily sanitized with 36 sq.m floor area)								
11 (eleven) rooms accomodation (good for 2 for 1 night) Feb. 10, 2022								
1 (one) room accomodation (good for 1 for 1 night) Feb. 10, 2022								
with mineral bottled water, hot and cold shower, water heater for coffee, cups and saucers								
refrigerator, flat iron with iron stand, hair blower, sanitizing kit for individual and deposit box								
free wifi connection								
Plate-in Snacks								
Feb. 10 Day 1 - AM & PM Snacks for 25 pax								
Feb. 11 Day 2 - AM & PM Snacks 34 pax								
Buffet Meals								
Feb. 10 Day 1 - Lunch and Dinner for 25 pax								
Feb. 11 Day 2 - Breakfast and Lunch for 34 pax								
with FREE flowing coffee, tea and water								
Use single service condiments, dispensed by staff, to avoid contamination.								
Terms and Conditions to be observed:								
• Stand-by waiters at the training hall								
• Place minimum 70% 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.								



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<i>An emergency plan for individuals displaying symptoms and how they will be isolated</i>								
<i>Ensure the use of non-medical masks by all participants, except when eating or drinking, along with maintaining a 2 metre / 6 foot distance</i>								

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 BIR Registration.

 Signature over Printed Name

 Canvasser

 Contact Numbers (Landline and/or Cellphone Nos.)E-mail address
 Date Received: _____

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of submission.
- Price quotations, to be denominated in Philippine peso shall include all taxes.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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.
- 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.
- The items shall be delivered within **Ten (10)** working days from receipt of Purchase/Job Order.
- The CDA-Davao Extension Office shall have the right to inspect and/or to test the goods
- 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
- The Cooperative Development Authority reserves the right to accept or reject any or all quotations, waive any informality or technicality therein and award to any firm whose proposal is deemed most advantageous to the government.