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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9333189  
**Procuring Entity** COOPERATIVE DEVELOPMENT AUTHORITY - REGION XI  
**Title** HOTEL, LODGING AND MEETING FACILITIES ON DECEMBER 20-22, 2022  
**Area of Delivery** Davao Del Sur

<b>Solicitation Number:</b>	2022-029	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Hotel and Lodging and Meeting Facilities	<b>Date Published</b>	08/12/2022
<b>Approved Budget for the Contract:</b>	PHP 330,000.00	<b>Last Updated / Time</b>	07/12/2022 21:22 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	13/12/2022 05:00 AM
<b>Client Agency:</b>			
<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: December 7, 2022  
RFQ No.: 2022-12-124

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 PRICE Compliance with Technical Specifications (please check) REMARKS

PURPOSE: FOR COCONUT FARMERS ORGANIZATION AND DEVELOPMENT THROUGH COOPERATIVE (COCOFARMCOOP) CAPACITY BUILDING PROGRAM IMPLEMENTATION FOR REPUBLIC ACT NO. 11524 QTY Unit Price Total Price Yes No

TRAINING HALL WITH PROVISIONS OF MEALS AND 2 NIGHT ROOM ACCOMMODATION ON DEC. 20-22, 2022 Forty-two (42) pax 330,000.00

with complete equipment to be used during the event such as but not limited to:

1. Sound System
2. 4-5 pcs. Separate Microphones for each speakers (Non-Sharing)
3. Extension Wires/cords for laptops and gadgets used by the facilitators and attendees
4. Availability of Power generators in case of power outage
5. 16GB speed data wifi connections in the room and training hall
6. 1 pc. 10x6 indoor Backdrop (Tarpaulin)
7. 600 sqm. Floor Area and 4.2 meters ceiling height Training Hall
8. Special Carpark

Airconditioned Rooms (Daily Sanitized with 36 sq.m floor area)

Twelve (12) rooms accomodation (Good for 3 for 2 nights) on Dec. 20-21, 2022

Three (3) rooms accomodation (Good for 2 for 2 nights ) on Dec. 20-21, 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 with connections)

Plate-In Snacks

Dec. 20, 2022 Day 1 - PM Snacks Forty-Two (42) pax

Dec. 21, 2022 Day 2 - AM & PM Snacks Forty-Two (42) pax

Dec. 22, 2022 Day 3 - AM & PM Snacks One Hundred Fifty-Five (155) pax

Buffet Meals

Dec. 20, 2022 Day 1 - Lunch and Dinner Forty-Two (42) pax

Dec. 21, 2022 Day 2 - Breakfast, Lunch and Dinner Forty-Two (42) pax

Dec. 22, 2022 Day 3 - Breakfast and Lunch One Hundred Fifty-Five (155) 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 60% alcohol-based hand sanitizer dispenser
- Training Hall include separate entrance/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
- 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

BIR Registration.

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

Date Received: \_\_\_\_\_

#### 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 technicality therein and award to any firm whose proposal is deemed most advantageous to the government.

**Other Information**

FOR MORE INFORMATION, YOU MAY CONTACT MS. DOREEN R. CATAYOC AT MOBILE NO. 09190693104

**Created by** RUBEN LABUGUEN CUNANAN

**Date Created** 07/12/2022

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