



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9915114
Procuring Entity COOPERATIVE DEVELOPMENT AUTHORITY - REGION XI
Title HOTEL, LODGING AND MEETING FACILITIES ON JULY 17-18, 2023
Area of Delivery Davao Del Sur

Solicitation Number:	2023-07-004	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Hotel and Lodging and Meeting Facilities	Date Published	06/07/2023
Approved Budget for the Contract:	PHP 270,000.00	Last Updated / Time	05/07/2023 17:09 PM
Delivery Period:		Closing Date / Time	11/07/2023 23:00 PM
Client Agency:			
Contact Person:	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: July 5, 2023

RFQ No.: 2023-07-052

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 quotation duly signed by you or your duly authorized representative not later than Three (3) days upon receipt.

ATTY EARL DF LARRODER
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: COCONUT FARMERS ORGANIZATION AND DEVELOPMENT THROUGH COOPERATIVES (COCOFARMCOOP capacity building program implementation for RA 11524" QTY "Unit

Price" Total Price Yes No

Training hall and room accomodation for July 17-18, 2023 1 lot 270,000.00

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

1. Sound System
2. 4-5 pcs. Separate microphone for each speaker (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. 16 gb Speed Data Wifi connections in the room and training hall
6. 1 pc 10x16 indoor backdrop (tarpaulin)
7. 600 sqm Floor area and 4.2 meters
8. Spacious Carpark

Air-conditioned Rooms (daily sanitized with 36 sq.m floor area)
Forty Five (45) room accomodation (good for 2 for 1 night)
July 17, 2023

1. With mineral bottled water
2. Hot and cold shower
3. Heating Kettle with cups and saucers
4. Refrigerator
5. Flat iron with iron stand
6. Hair blower, sanitizing kit for each guest
7. Deposit Box
8. Free Wifi Connection

Plate-in Snacks

July 17, 2023 Day 1- AM & PM Snacks (90 pax)

July 18, 2023 Day 1- AM & PM Snacks (90 pax)

Buffet Meals

July 17, 2023 Day 1-Lunch and Dinner (90 pax)

July 18, 2023 Day 2 -Breakfast and Lunch (90 pax)

with free flowing coffee, tea and water

Use sigle service condiments, dispensed by staff, to avoid contamination

Terms and conditions:

* Stand-by waiters at the training hall

* Provide 60% alcohol based hand sanitizer with 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

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*The seating plan must be designed in maintaining physical distancing between the facilitators, training

*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 dispalyed, with extra staff to monitor physical distancing

*An emergency/containment plan for individuals displaying flu-like symptoms

*Ensure the use of non-medical mask by all participants, except when eating, drinking, along awith maintining a 2 meter/6 foot distance

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

•Suppiier must submit a seaied 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 Regional XI 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 INQUIRIES, YOU MAY CONTACT MS. LOUISE ANGELI BOUFFARD AT TEL. NO. 082-317-1520

Created by RUBEN LABUGUEN CUNANAN
Date Created 05/07/2023

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