



Republic of the Philippines
MUNICIPALITY OF BOLINAO
Province of Pangasinan

Date: _____
RFQ No.: _____

REQUEST FOR QUOTATION (RFQ)


Name of Company: _____
Address: _____
Name of Hotel/Establishment: _____
Address: _____
Mayor/ Business Permit No.: _____
TIN: _____
PhilGEPS Registration No. (required): _____

The **Municipal Government of Bolinao, Pangasinan**, through its Bids and Awards Committee (BAC), intends to **Lease of Venue with Meals for Live-in Trainings-Basic Life Support Training** within the **Baguio City on 23-25 August 2022**, which will be undertaken in accordance with Section 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Lessors of known qualifications are invited to submit quotations/proposals duly signed by you or your duly authorized representative, **not later than August 15, 2022 (Monday), 3:30 PM**, subject to the Terms and Conditions provided at the last page of this RFQ. A copy of your 2021 Income/Business Tax Return and 2022 Mayor's/Business Permit are required to be submitted along with your accomplished quotation.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact us at telephone nos. _____ or email address at _____.


BLESILDA R. DOMAGAS
BAC Chairperson

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.

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

TECHNICAL SPECIFICATIONS :	YES	NO	REMARKS
I. Availability			
1. Tentative Date: August 23-25 2022 (Exact date to be confirmed at least one (1) week before the training)			
2. Time: 7:00 a.m. to 6:00 p.m.			
II. Location and Site Condition	YES	NO	REMARKS
A. Within Baguio City*			
B. Free parking space reserved within or near venue*			
C. With access to main roads and national highways*			
III. Neighborhood data	YES	NO	REMARKS
A. Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority			
B. Proximity to Police and Fire Stations			
C. Proximity to Banks, Postal, and Telecommunications service provide			
IV. Venue	YES	NO	REMARKS
1. Structural Condition			
The foundation is made of concrete and structural steel materials or combination of both.			
2. Functionality			
A. Conference Room			
a. Available One (1) Conference Room*			
b. Classroom setup for guaranteed 35 participants (with center aisle)*			
c. Room must not have pillars. If any, pillars must not obstruct participants' view of stage and projector screen/s*			
d. No obstructing pillars			
e. Amenities include:			
· Secretariat's table (for 5pax)			
· Microphone, at least Three (3) units*			
· Projector screen and table for LCD Projector*			
· Free pads, pencils and candies ·			
· Podium			
· Philippine flag and pole			
· Whiteboard and/or flipchart and markers			
· Free and steady Wi-Fi connection*			
· Inclusive of electricity charges for use of laptops, projector and other equipment			
f. Area should accommodate Thirty Five (35) participants*			
g. Audible/Operational Sound System*			
B. Room Arrangement			
1. For Training Participants: Guaranteed good for 35 pax rooms (3 days/2 nights, inclusive of breakfast)*			
2. At least one (1) complimentary sextuple-sharing room for the Training personnel (3 days/2 night, inclusive of breakfast)*			

C. Facilities:			
i. Continuous water supply and accessible comfort rooms*			
ii. Compliance with the standards provided by the Building Code of the Philippines*			
iii. At least one (1) Operational Elevator (24/7)*			
iv. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler			
v. Available Telephone and/or Internet Connection within the premises of the building*			
D. Other Requirements			
i. Provision of janitorial and maintenance services*			
ii. Ambience promotes learning			
iii. Adequate security service (24/7)*			
E. Catering Services			
i. Location must be inside the Main Function Room and/or outside of, but near the Main Function Room*			
ii. Meals for 35 participants composed of the following:			
a. Breakfast*			
b. AM Snacks*			
c. Buffet lunch composed of the ff: *			
· Salad/Soup*			
· Main course (two (2) Variants of Meat, one (1) Variant of Vegetables, and one (1) Variant of Fish)*			
· Rice			
· Desserts			
· Drinks (at least one round of iced tea/ juice for lunch)*			
d. Buffet dinner composed of the ff: *			
· Salad/Soup*			
· Main course (two (2) Variants of Meat, one (1) Variant of Vegetables, and one (1) Variant of Fish)*			
· Rice			
· Desserts			
· Drinks (at least one round of iced tea/ juice for lunch)*			
iii. Provision of Free freely-flowing coffee and tea			
F. Client's satisfactory rating based on online hotel reviews			

Terms of Payment:

Payment shall be made through Land Bank's Check issued by the Municipal Treasurer, within thirty (30) days after Submission of Billing and User Acceptance of the Procurement project.

Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

FINANCIAL OFFER:

Please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your total quotation, and does not reflect the guaranteed price.

The final number of participants shall be confirmed at least five (5) days prior to the scheduled function date, which shall be the basis for the contract price.

Please do not leave any blank items. Indicate "0" if item is being offered for free. (See Terms and Conditions)

<u>Lease of Venue with Meals for Basic Life Support of LGU Rescuers and Responding Training</u>		APPROVED BUDGET FOR THE CONTRACT (ABC): One Hundred Seventy Five Thousand Pesos (PhP175,000.00)		
Offered Quotation :				
ITEM	A1 Please fill in your Offered rate (PhP)	B1 Maximum number of pax	C1 Maximum number of meals	A1 x B1 x C1 SUBTOTAL
Function Room: (Name of function room)		35		
Meals - Breakfast		35	3	
Meals - AM Snacks		35	3	
Meals - PM Snacks		35	3	
Meals - Buffet Lunch		35	3	
Meals - Buffet Dinner		35	2	
Room Requirement	A Please fill in your Offered Rate Per Room Per Day/Night (PhP)	B Maximum number of Rooms	C Duration	D A x B x C
Rooms, inclusive of breakfast			3 days, 2 nights	
Total Offered Quotation				

Signature over Printed Name

Designation

Office Telephone No. / Mobile Telephone No.

Email address/es