



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE IX
Veterans Avenue Extension, Tetuan, Zamboanga City



Name of Procuring Entity : DPWH, Regional Office IX, Z.C. Request for Quotation (P.R. No.) : 24-08-189

Revised on: Date : September 4, 2024

Standard Form/Title : **REQUEST FOR QUOTATION** Office/End-User : Planning & Design Division

COMPANY NAME	:	
ADDRESS	:	
TEL. NO./FAX No	:	TIN :

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 A.M. of _____ in the return envelope attached herewith, to the Procurement Unit, DPWH Regional Office IX, Veterans Avenue Extension, Tetuan, Zamboanga City.

TERMS and CONDITIONS :

1. All entries must be typewritten or legibly written
2. The delivery period **within _____ calendar days** upon receipt of the approved funded Purchase Order (P.O.). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason
3. Warranty shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. **PhilG-EPG Registration Certificate, Mayor's Permit, DTI/SEC, Omnibus Sworn Statement (for above 50,000.00), Tax Clearance shall be attached upon submission of the quotation.**
6. Bidders shall submit original brochures of the product .
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is Php 2,619,600.00

ATTY. BEVERLY N. MONTEALTO-AUD
Chief, ROWALD
BAC Chairperson

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Lease of Venue and Accomodation				
	<i>(including breakfast, lunch, dinner, AM and PM Snacks)</i>				
	Room Accommodation				
1	Premier Room good for 4 pax for 2 nights	25	room		
2	Deluxe Double Room good for 4 pax for 2 nights	88	room		
3	Superior Room good for 4 pax for 2 nights	58	room		
	Meals				
4	Breakfast	500	pax		
5	AM Snacks	500	pax		
6	Lunch Buffet	500	pax		
7	PM Snacks	500	pax		
8	Dinner Buffet	500	pax		
9	Coffee	1	lot		
10	Breakfast	500	pax		
	<i>~Nothing Follows~</i>				
	<i>Please see Technical Requirements attached:</i>				
	<i>Purpose: For the use in DPWH 9th Annual GAD Focal Point System Assembly under Planning & Design Division</i>				

Brand and Model : _____ Warranty : _____
Delivery Period : _____ Price Validity : _____

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.

Tel. No. 993-3037

Printed Name / Signature / Date

Tel. No. / Cellphone No. / E-mail Address





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REQUEST FOR QUOTATION

Project	LEASE OF VENUE WITH MEAL AND ACCOMMODATION FOR THE DPWH 9th ANNUAL GAD ASSEMBLY ON NOVEMEBR 20-21, 2024		
Approved Budget for the Contract (ABC):	P2,619,600.00	Mode of Procurement:	Section 53.10 (Negotiated Procurement - Lease of real property and venue)
Purchase Request No.:	24-08-189	Delivery:	
Deadline for Submission of Bids:	October 23, 2024 10:00 AM	Source of Funds:	General Appropriation Act
RFQ No.:	24-08-189		

Date: September 4, 2024

NOTICE TO ALL PROSPECTIVE LESSORS:

The **Department of Public Works and Highways (DPWH)**, through its **Procurement Unit**, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with **Section 53.10 (Negotiated Procurement - Lease of Real Property and Venue)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.


Interested bidders are hereby Invited to submit their quotation/proposal, signed by the duly authorized representative, on or before the deadline indicated above, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information indicated below:

Procurement Unit
Department of Public Works and Highways
Veterans Avenue Extension, Tetuan, Zamboanga City
Email: pablo.jasmen@dpwh.gov.ph

Please submit your proposal along with the following requirements marked with "X":

	1. Latest Business/Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located;
	2. Valid PhilGEPS Registration Number/Organization ID/PhilGEPS Certificate of Registration (Platinum Membership); and
	3. Latest Income or Business Tax Return filed and paid through the Electronic Filing and Payment System and Printed through the Tax Return Inquiry Facility of the BIR.
	4. DTI/SEC
	5. Tax Clearance
	6. Omnibus Sworn Statement

For clarification, you may contact the Procurement Unit through email address pablo.jasmen@dpwh.gov.ph, or at telephone number **(062) 993-3037**.


JASMEN J. PABLO, MPA
Engineer III
Acting Head, Procurement Unit

Website: www.dpwh.gov.ph
Tel. No(s): (062) 993-3003 / (062) 993-3040





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INSTRUCTIONS:

1. The bidder shall provide correct and accurate information in this form.
2. The bidder shall submit this form duly accomplished and signed by the company's authorized representative.
3. Do not alter the contents of this form in any way.
4. Technical specification with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
5. Bidders must state their compliance in the "Statement of Compliance" against each of the individual parameters of each Specification in the Item Description or attachments, if any.
6. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.
7. Failure to follow instructions will disqualify your entire quotation.

Name of Company:	
Name of Hotel/Establishment:	
Address:	
Taxpayer Identification Number (TIN):	
PhilGEPS Registration Number: <i>(Subject to validation from the PhilGEPS website)</i>	





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REGIONAL OFFICE IX
Veterans Avenue Extension, Tetuan, Zamboanga City



Sir/Madam:

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

COMPLIANCE WITH TECHNICAL REQUIREMENTS:

TECHNICAL SPECIFICATION/ TERMS OF REFERENCE/ SCOPE OF WORK:	Statement of Compliance		Remarks (e.g., Brand name, model, etc.)
	Yes	No	
1. AVAILABILITY*			
Hotel Rooms must be available on November 20-22, 2024*	Check mark here	Check mark here	
Premier Room good for 4 pax for 2 nights Deluxe Double Room good for 4 pax for 2 nights (Shared Bed) Superior Room good for 3 pax for 2 nights	Check mark here	Check mark here	
Function Room must be available from 8:00 AM to 5:00 PM on November 20-21, 2024 that can accommodate 500pax*	Check mark here	Check mark here	
2. LOCATION AND SITE CONDITIONS*			
Accessibility: Must be within Zamboanga City*	Check mark here	Check mark here	
Parking Space: Must have at least three (3) slots. Parking space reserved within the venue for three (3) buses and for pick up and drop off of participants*	Check mark here	Check mark here	
3. NEIGHBORHOOD DATA			
Proximity to necessary establishment: Must be near necessary establishment (i.e. banks, hospitals, etc.); Proximity to Postal, and Telecommunications service providers*	Check mark here	Check mark here	
Sanitation and Health Condition: Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority*	Check mark here	Check mark here	
Police and Fire Station: Proximity to police and fire stations*	Check mark here	Check mark here	
4. VENUE*			
Structural Condition: Structure must be made of concrete and structural steel materials or combination of both*	Check mark here	Check mark here	
Functionality of Function Room*			
Air-conditioned function room for Five Hundred (500) pax on November 21, 2024*	Check mark here	Check mark here	
Table setup for the participants wherein 1 table can accommodate 10 participants*	Check mark here	Check mark here	

Website: www.dpwh.gov.ph
Tel. No(s): (062) 993-3003 / (062) 993-3040





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REGIONAL OFFICE IX

Veterans Avenue Extension, Tetuan, Zamboanga City



Pillars, if, any should not obstruct the view of participants towards the stage and projector screen/s*	Check mark here	Check mark here	
Separate table set-up for the Secretariat*	Check mark here	Check mark here	
Elevated stage platform for Executives*	Check mark here	Check mark here	
Free, steady, and reliable Wi-Fi connection*	Check mark here	Check mark here	
Facilities*			
Continuous water supply and accessible comfort room*	Check mark here	Check mark here	
Compliance with the standards provided by the Building Code of the Philippines*	Check mark here	Check mark here	
Accessible emergency exit and alarm standby fire extinguisher and automatic sprinkler*	Check mark here	Check mark here	
Available Telephone and/or Internet Connection within the premises of the building*	Check mark here	Check mark here	
Regular disinfection of the facilities and rooms*	Check mark here	Check mark here	
Function room has male and female comfort rooms within the venue*Function room is spacious enough to accommodate the specified number of participants*	Check mark here	Check mark here	
Rooms and facilities have gender-neutral furnishing*	Check mark here	Check mark here	
Has comfortable chairs and tables which are suitable for activities*	Check mark here	Check mark here	
Audio and Video Arrangement*			
At least one (1) podium*	Check mark here	Check mark here	
Basic sound system*	Check mark here	Check mark here	
At least two (2) wireless microphone units (with chargers and extra batteries) *	Check mark here	Check mark here	
Inclusive of all necessary extension cords*	Check mark here	Check mark here	
Room Arrangement*			
Premier Room good for 4 pax for 2 nights*	Check mark here	Check mark here	
Room accommodation suitable for 4 people (25 rooms) Ingress starts from ____ AM/PM on ____ and Egress time of ____ AM/PM on ____ *			





Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE IX
Veterans Avenue Extension, Tetuan, Zamboanga City



Deluxe Double Room good for 4 pax for 2 nights* Room accommodation suitable for 4 people (88 rooms) Check-in starts from 3:00 PM on _____ and Check-out time of 12:00 NN on _____ *	Check mark here	Check mark here	
Superior Room good for 3 pax for 2 nights* Room accommodation suitable for 4 people (58 rooms) Ingress starts from _____ AM/PM on _____ and Egress time of _____ AM/PM on _____ *	Check mark here	Check mark here	
Other Requirements*			
Provision of Janitorial and maintenance services*	Check mark here	Check mark here	
Ambience promotes learning*	Check mark here	Check mark here	
Adequate security service (24/7)*	Check mark here	Check mark here	
MEAL REQUIREMENT FOR NOVEMBER 20, 2024 FOR 500 PAX DINNER BUFFET Beef Steak Tagalog Roast Honey Chicken Sweet & Sour Fish Sotanghon Guisado Steamed White Rice Crema de Fruta Soft drinks in Glass	Check mark here	Check mark here	
MEAL REQUIREMENT FOR NOVEMBER 21, 2024 FOR 500 PAX BREAKFAST BUFFET Cream of Corn Soup Beef Tapa Chinese Soy Chicken Spanish Sardines Garlic Fried Rice Assorted Fresh Fruits Coffee/Juice in Glass PLATED AM SNACKS Black Forest Cake Juice in Glass	Check mark here	Check mark here	





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REGIONAL OFFICE IX
Veterans Avenue Extension, Tetuan, Zamboanga City



LUNCH BUFFET Spicy Beef Curry Boneless Chicken w/ Fresh Mushroom in Oyster Sauce Fish Fillet Muniere Eight Treasure Noodle (Beef) Steamed White Rice Strawberry Panacotta Soft drinks in Glass PLATED PM SNACKS Baked Penne Pasta Juice in Glass DINNER BUFFET Beef Salpicao Chicken Con Gaisante Fish Fillet w/ Tartar Dressing Shrimp w/ Fresh Oyster Mushrooms Steamed White Rice Brazo de Mercedes Soft drinks in Glass			
MEAL REQUIREMENT FOR NOVEMBER 22, 2024 FOR 500 PAX BREAKFAST BUFFET Salted Egg and Tomato Salad Corned Beef Chicken Tocino Daing na Bangus Garlic Fried Rice Assorted Fresh Fruits Coffee/Juice in Glass	Check mark here	Check mark here	

Service Provider's or Suppliers Authorized Representative:

Submitted by : _____
Designation : _____
Contact No. : _____
Email Address : _____





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REGIONAL OFFICE IX
Veterans Avenue Extension, Tetuan, Zamboanga City



FINANCIAL PROPOSAL:

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" or "-" if the item being offered is for free.

Prospective bidders are requested to provide a breakdown of their financial proposals. However, non-compliance hereof is not a ground for disqualification.

LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE DPWH 9TH ANNUAL GAD FOCAL POINT SYSTEM ASSEMBLY UNDER PLANNING & DESIGN DIVISION		APPROVED BUDGET FOR THE CONTRACT (ABC): Php2,619,600.00		
ITEM	A1 OFFERED RATE PER ROOM (Php)	B1 NUMBER OF ROOMS	C1 NUMBER OF DAYS	SUBTOTAL A1 X B1 X C1
Venue				
Function Room must be available from 8: AM to 5: PM on November 20-22, 2024 that can accommodate 500 pax	Indicate offered rate here	1	3	Indicate offered rate here
ITEM	A1 OFFERED RATE PER ROOM (Php)	B1 NUMBER OF ROOMS	C1 NUMBER OF NIGHTS	SUBTOTAL A1 X B1 X C1
Room Accommodation				
Premier Room good for 4 pax for 2 nights	Indicate offered rate here	25	2	Indicate offered rate here
Deluxe Double Room good for 4 pax for 2 nights	Indicate offered rate here	88	2	Indicate offered rate here
Superior Room good for 4 pax for 2 nights	Indicate offered rate here	58	2	Indicate offered rate here
ITEM	A1 OFFERED RATE PER PAX (Php)	B1 MAXIMUM NUMBER OF PAX	C1 NUMBER OF DAYS	SUBTOTAL A1 X B1 X C1
Meal Requirements for November 20, 2024 for 500 pax				
DINNER BUFFET	Indicate offered rate here	500	1	Indicate offered rate here





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DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE IX
Veterans Avenue Extension, Tetuan, Zamboanga City



Meal Requirements for November 21, 2024 for 500 pax

BREAKFAST BUFFET	Indicate offered rate here	500	1	Indicate offered rate here
PLATED AM SNACKS	Indicate offered rate here	500	1	Indicate offered rate here
LUNCH BUFFET	Indicate offered rate here	500	1	Indicate offered rate here
PLATED PM SNACKS	Indicate offered rate here	500	1	Indicate offered rate here
DINNER BUFFET	Indicate offered rate here	500	1	Indicate offered rate here

Meal Requirements for November 22, 2024 for 500 pax

BREAKFAST BUFFET	Indicate offered rate here	500	1	Indicate offered rate here
TOTAL OFFERED QUOTATION (Total Amount for all items)		In words: In Figures: Php		





TABLE OF RATING FACTORS

LEASE OF VENUE AND ACCOMMODATION INCLUDING BREAKFAST, LUNCH, DINNER, AM AND PM SNACKS FOR DPWH 9TH ANNUAL GAD FOCAL POINT SYSTEM ASSEMBLY UNDER PLANNING & DESIGN DIVISION, DPWH RO-IX, VETERANS AVENUE EXTENSION, TETUAN, ZAMBOANGA CITY

PARTICULARS	TECHNICAL SPECIFICATIONS	ASSIGNED WEIGHTS
A. AVAILABILITY	Hotel Rooms must be available on November 20-22	50%
	Premier Room good for 4 pax for 2 nights (25 room) Deluxe Double Room good for 4 pax for 2 nights (88 room) Superior Room good for 4 pax for 2 nights (58 room)	50%
	Function Room must be available from 8: AM to 5: PM on November 20-22, 2024 that can accommodate 500 pax	
	TOTAL-AVAILABILITY	100%
B. LOCATION AND SITE CONDITION		
• Accessibility	Must be within Zamboanga City	50%
• Parking space	Must have at least three (3) slots. Parking space reserved within the venue for three (3) buses and for pick up and drop off of participants	50%
	TOTAL- LOCATION AND SITE CONDITION	100%
C. NEIGHBORHOOD DATA		
• Proximity to necessary establishment	Must be near necessary establishment (i.e. banks, hospitals, etc.); Proximity to Postal, and Telecommunications service providers	35%
• Sanitation and Health Condition	Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority	35%
• Police and Fire Station	Proximity to police and fire stations	30%
	TOTAL- NEIGHBORHOOD DATA	100%
D. VENUE		
• Structural Condition	Structure must be made of concrete and structural steel materials or combination of both	5%





Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
REGIONAL OFFICE IX
Veterans Avenue Extension, Tetuan, Zamboanga City



• Functionality of Function Room	Air-conditioned function room for Five Hundred (500) pax on November 21, 2024	5%
	Table setup for the participants wherein 1 table can accommodate 10 participants	5%
	Pillars, if, any should not obstruct the view of participants towards the stage and projector screen/s	5%
	Separate table set-up for the Secretariat	5%
	Elevated stage platform for Executives	2%
	Free, steady, and reliable Wi-Fi connection	2%
• Facilities	Continuous water supply and accessible comfort room	2%
	Compliance with the standards provided by the Building Code of the Philippines	2%
	Accessible emergency exit and alarm standby fire extinguisher and automatic sprinkler	2%
	Available Telephone and/or Internet Connection within the premises of the building	2%
	Regular disinfection of the facilities and rooms	2%
	Function room has male and female comfort rooms within the venue/ Function room is spacious enough to accommodate the specified number of participants	2%
	Rooms and facilities have gender-neutral furnishing	2%
	Has comfortable chairs and tables which are suitable for activities	2%
• Audio and Video Arrangement	At least one (1) podium	3%
	Basic sound system	3%
	At least two (2) wireless microphone units (with chargers and extra batteries)	3%
	Inclusive of all necessary extension cords	3%
• Room Arrangement	Premier Room good for 4 pax for 2 nights	8%
	Deluxe Double Room good for 4 pax for 2 nights	8%
	Superior Room good for 3 pax for 2 nights	8%
E. OTHER REQUIREMENTS		
	Provision of Janitorial and maintenance services	2%





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REGIONAL OFFICE IX
Veterans Avenue Extension, Tetuan, Zamboanga City



	Ambience promotes learning	2%
	Adequate security service (24/7)	2%
F. CATERING SERVICES		
	MEAL REQUIREMENT FOR NOVEMBER 20, 2024 FOR 500 PAX DINNER BUFFET	13%
	MEAL REQUIREMENT FOR NOVEMBER 21, 2024 FOR 500 PAX BREAKFAST BUFFET PLATED AM SNACKS LUNCH BUFFET PLATED PM SNACKS DINNER BUFFET	
	MEAL REQUIREMENT FOR NOVEMBER 22, 2024 FOR 500 PAX BREAKFAST BUFFET	
	TOTAL-VENUE	100%
		Assigned Weights
	AVAILABILITY	25%
	LOCATION AND SITE CONDITIONS	25%
	NEIGHBORHOOD DATA	25%
	VENUE, CATERING SERVICES & OTHER REQUIREMENTS	25%
	TOTAL	100%

