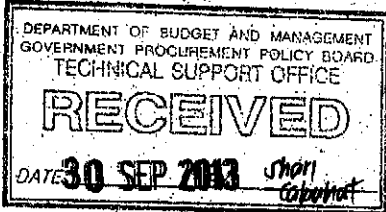




Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



REQUEST FOR QUOTATION

Date: 20 September 2013
 RFQ No.: 31-2013

Name of Hotel / Venue: GOLDEN PRINCE HOTEL & SUITES
 Address: 06060 ST. ARCHBISHOP REYES AVE. CEBU CITY
 Name of Company: GOLDEN PRINCE HOTEL & SUITES
 Address: 06060 ST. ARCHBISHOP REYES AVE. CEBU CITY
 Business Permit No.: 093077
 TIN: 211 - 745 - 841 - 000
 PhilGEPS Registration No.: CERTIFICATE NO: PHILGEPS - 2013 88026
CERTIFICATE REFERENCE NO: 201302002797

The Department of Budget and Management - Government Procurement Policy Board - Technical Support Office (DBM-GPPB-TSO), through its Bids and Awards Committee, intends to lease a venue and hotel accommodations, inclusive of meals, for the APCPI and Electronic Procurement Seminar with Self-Management and Team Development Workshop to be conducted on **7-11 October 2013**.

The lease of venue and accommodations will be undertaken in accordance with Section 53.10 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

As such, lessors of known qualifications are invited to submit their quotations/proposals duly signed by you or your duly authorized representative not later than **30 September 2013**, at exactly 1:00 p.m. for the item described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ). Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. Business Permit,
2. Electronically Filed Income or Business Tax Return [Filed through the BIR Electronically Filing and Payment System (eFPS)]; or, Annual Income or Business Tax return.

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 **Ms. Jocelyn C. Baslig** or **Ms. Diane Angela A. Marcos** at telephone nos. (02) 900-6741 to 44 or email address at baslig@gppb.gov.ph.

Procurement Officer

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.
- (4) Failure to follow these instructions will disqualify your entire quotation.

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

Legend:

* - MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Procurement of lease venue and hotel accommodations, inclusive of meals for the APCPI and Electronic Procurement Seminar with Self-Management and Team Development Workshop to be conducted on 7-11 October 2013		PHP 340,800.00	
Technical Specifications:			
1. 7-11 October 2013, 5D/4N	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1. Cebu City*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Free parking space reserved within or near venue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
i. 4 slots	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ii. 3 slots	<input type="checkbox"/>	<input type="checkbox"/>	
iii. 2 slots	<input type="checkbox"/>	<input type="checkbox"/>	
iv. 1 slot	<input type="checkbox"/>	<input type="checkbox"/>	
1. Proper waste management system such as regular garbage collection and with Sanitary permit from appropriate authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Proximity to Police and Fire Stations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The hotel is surrounded by churches, hospital and other center where you could buy immediate needs.</i>
3. Proximity to Banks, Postal, and Telecommunications service provider	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The hotel is just a walking distance from Ayala Center Cebu, and is located to business areas</i>

1. Structural condition:			
a. The foundation is made of concrete and structural steel materials or combination of both.*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Functionality of Function Room:			
October 8-10, 2013 (7:00 a.m. - 7:00 p.m.) - Available one (1) Function Room*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Round table/Classroom setup for at least 50-65 participants (at 8 pax per table for round table set up) *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Function Room must not contain pillars *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Amenities include:			
i. Secretariat's table	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ii. At least 3 microphone units *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
iii. Projector screen and table for LCD Projector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
iv. Podium*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
v. Pads, pencils and candles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
vi. Whiteboard and/or flipchart, and markers*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
vii. Free and steady Wi-Fi connection for Secretariat*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
viii. Waived electricity charges for use of laptops and projector for Secretariat*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ix. Audible/Operational Sound System*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Area should accommodate 50-70 participants*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Room arrangement: At least twin sharing, inclusive of breakfast*:			
a. Available 2 rooms on 7-11 October 2013 (5D/4N)*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Available 15-25 rooms on 8-11 October 2013 (4D/3N)*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Facilities:			
a. Continuous water supply & accessible comfort room *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Compliance with the standards provided by the Building Code of the Philippines *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. <u>At least One (1) Operational Elevator (24x7) *</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

d. Accessible emergency exit and alarm, standby fire extinguisher and automatic Sprinkler *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Available Telephone and/or Internet Connection within the premises of the building *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Other requirements:			
a. Provision of Janitorial and Maintenance Services *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Ambience promotes learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Adequate security service (24/7) *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Catering Services:			
a. Location must be inside the Function Room and/or outside of but near the Function Room *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Meals for 35-55 participants on 8-10 October 2013*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
i. Three (3) AM and Three (3) PM Snacks *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ii. Three (3) Buffet Lunch *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1. Salad/Soup *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Main course (at least 2 Variants of Meat/1 Variant of Meat and 1 Variant of Fish; and 1 Variant of Vegetables) *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Rice *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Dessert *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
iii. Three (3) Buffet Dinner*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1. Salad/Soup *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Main course (at least 2 Variants of Meat/1 Variant of Meat and 1 Variant of Fish; and 1 Variant of Vegetables)*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Rice *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Dessert *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
iv. Drinks (at least one round of iced tea/juice for every meal and every snack) *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
v. Provision of Free freely-flowing coffee* (preferably brewed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Client's satisfactory rating based on online hotel reviews	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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.

Lease of venue, including accommodations and meals	PhP 340,800.00

Accommodations: Twin Sharing, inclusive of breakfast	₱2,150	2	4	n/a	n/a	16,800
	1940	25	3	n/a	n/a	145,500
Meals - AM Snacks	95	n/a	n/a	55	3	15,675
Meals - PM Snacks	95	n/a	n/a	55	3	15,675
Meals - Buffet Lunch	310	n/a	n/a	55	3	51,150
Meals - Buffet Dinner	310	n/a	n/a	55	3	51,150
Total Offered Quotation						₱ 295,450.00

LESS: FREE 2 ROOMS ON OCTOBER 7, 2013
(arrival of GPPB-TSO OFFICER)

Break down: (₱ 2100 x 2 rooms = ₱ 4,200)

(4200.00)

TOTAL OFFERED QUOTATION →

₱ 291,750.00

NOTE: Hotel will provide van service upon arrival of GPPB-TSO OFFICER on OCTOBER 7, 2013 and on check-out day on OCTOBER 11, 2013 (van per way only)

Please provide the additional information as required below. The information contained below shall **not** be used for the evaluation and calculation of your total quotation. These shall be used only for purposes of applying Section 1 of the Terms and Conditions, or when circumstances during contract implementation warrant the use of rooms other than twin sharing rooms.

Published rate as of SEPTEMBER 30, 2013 (Date of submission of this RFQ)	₱ 3,500 / room / night
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TRIPLE SHARING	₱ 3,500 / room / night	₱ 2,245 / room / night
DOUBLE SHARING	2,780 / room / night	2,065 / room / night
SINGLE OCCUPANCY	2,450 / room / night	1,795 / room / night


SHELIA C. PANGAN
Signature over Printed Name

032-3181491 / 09176315611 / 032-4128660
Office Telephone No. / Mobile Telephone No.

shelia@goldenprincehotel.com / sales@goldenprincehotel.com
Email address/es

TERMS AND CONDITIONS

1. Any modifications in the room arrangements during contract implementation must be approved by the GPPB-TSO. The rate of each new room shall not exceed the amount equal to the said room's published rate, as of the date of return of this RFQ, ~~less~~ (a) the corresponding percentage that was deducted from the published rate of the room for which this quotation is given to arrive at the offered quotation; or (b) a higher percentage than that mentioned in the foregoing; *provided*, that the resulting total cost of room arrangements shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
9. The GPPB-TSO shall confirm the final number of rooms and participants at least five (5) days prior to the scheduled function date. This shall be the basis for the contract price.
10. The submitted quotation shall provide a 10% allowance for the scheduled meals as per the final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
11. The charge for the additional persons shall be contained in an Amendment to Contract.
12. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
13. The GPPB-TSO shall prefer send bill arrangements for payment. In lieu of send bill arrangement, advance payment of fifty percent (50%) of the total contract price may be made by the GPPB-TSO before the date of the event with the remaining 50% to be paid after the event.
14. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.



Department of Budget and Management
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

NOTICE OF AWARD

4 October 2013

MS. SHIELA C. PONGAN
GOLDEN PRINCE HOTEL & SUITES
Acacia St., Archbishop Reyes Avenue,
Cebu City

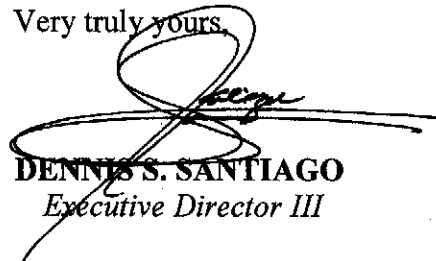
Dear Ms. Pongan:

We are pleased to inform you that your quotation for the procurement of lease of venue, including accommodation and meals for the **APCPI & e-Procurement Training with Self-Management & Team Development Workshop for GPPB Recognized Trainers for Batch: 2 GPPB Recognized Trainers (Existing and New Recruits) from Regions VI to VIII**, in the amount of **Two Hundred Ninety One Thousand Seven Hundred Fifty Pesos (PhP291,750.00)** has been determined to be the lowest calculated and responsive quotation.

We shall send the Purchase Order for the said project at the soonest possible time, unless a request for reconsideration by any of the unsuccessful bidders filed within the period prescribed under Section 55.1 of the Implementing Rules and Regulations of Republic Act 9184 is found meritorious.

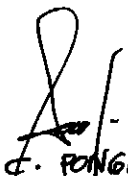
We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under the project.

Very truly yours,



DENNIS S. SANTIAGO
Executive Director III

Received By:



SHEILA C. PONGAN
(Signature above printed name)

OCTOBER 4, 2013 / 4:55 PM
(Date and Time of receipt)

*Kindly fax to sender to acknowledge receipt

Date: October 4, 2013		
Date of Function: October 8-10, 2013	Day: 3days only	Type of Function: Live-in & out Seminar
Min. Guaranteed: 50 pax	Max. Guaranteed: 50 pax	Venue: Function Room
Name of Company: DEPARTMENT OF BUDGET & MANAGEMENT - GOVERNMENT PROCUREMENT POLICY BOARD TECHNICAL SUPPORT OFFICE		Time: 08:00 AM – 08:00 PM
Contact Person: MS. JOCELYN BESLIG Training Officer		
Address: Unit 25065 Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City		Tel. No. :02-9006741 - 44 Mobile No. :09192513837 Fax No. ::
Billing Arrangement: Total Estimated Cost: P 291,750.00 (NETT OF VAT) Settlement will be made (30) thirty days after receiving the Statement of Account from Golden Prince Hotel & Suites.		

BANQUET EVENT CONTRACT

Approved By:

Price: Applied rates	Deposit:	OR NO.:
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Item	Offered Rate	Maximum no of Rooms	Maximum No of Nights	Maximum No of Pax	Maximum No of Meals	TOTAL
Accommodations: Twin Sharing inclusive of Breakfast	P2100.00 1940.00	2 25	4 3	na na	na na	P16,800.00 145,500.00
Meals – AM Snacks	95.00	na	na	55	3	15,675.00
Meals – PM Snacks	95.00	na	na	55	3	15,675.00
Meals – Buffet Lunch	310.00	na	na	55	3	51,150.00
Meals – Buffet Dinner	310.00	na	na	55	3	51,150.00
TOTAL OFFERED QUOTATION						P295,950.00

LESS: FREE 2 Rooms on October 7, 2013 – arrival of GPPB TSO Officers - (P2100 x 2rooms) (P4,200.00)

TOTAL OFFERED QUOTATION **P291,750.00**

LIVE-OUT RATE:

MEALS RATE
Full Meals **P1250.00/pax/day**

Engineering Requirements:

- PA System w/ microphones
- Table for LCD
- sound systems
- TV & DVD Monitor
- White board Marker & Eraser

Lobby Posting:

WELCOME!
 Guests and Participants...
APCPI and ELECTRONIC PROCUREMENT SEMINAR with SELF-MANAGEMENT and TEAM DEVELOPMENT WORKSHOP
OCTOBER 7-11, 2013

Set-Up and Other Arrangements:

- FREE Tarpaulin
- UNLIMITED Internet connection
- FREE Flowing coffee
- FREE pads & pencils(1" day only)
- Registration table for 4 persons

Authorized Signatory:


ATTY. DENNIS S. SANTIAGO
 Executive Director III

Terms and Conditions

1. This contract is entered into between by **DEPARTMENT OF BUDGET & MANAGEMENT - GOVERNMENT PROCUREMENT POLICY BOARD TECHNICAL SUPPORT OFFICE** herein referred to as the CLIENT and **GOLDEN PRINCE HOTEL & SUITES** referred to as the Hotel.
2. A deposit of NA of the estimated cost or specified in the first page is required to be paid in order to confirm this agreement.
3. The CLIENT agrees to pay the guaranteed minimum covers, should the actual attendance fall below the guaranteed minimum. However, should the number of covers exceed that of guaranteed minimum, CLIENT agrees to pay the additional covers and incidental expenses subject to actual minimum count made by the HOTEL. No refund or adjustments shall be made if the actual number of guests falls below the contracted number of guests at the time of confirmation.
4. The HOTEL shall prepare an additional 10% of the guaranteed minimum number of covers reserved by the client. The Client then agrees to pay the additional covers served by the HOTEL. Should the guests or participants exceed additional 10% of the guaranteed number, the Client shall allow the Hotel at least 45 minutes preparation time on additional food orders. The Hotel personnel shall have the Client sign on the revised circular form to confirm the order.
5. Any adjustments, reductions, or revisions shall be relayed to the Hotel by the Client in writing at least five (5) days before the function date. An increase in the guaranteed number of persons shall be subject to space availability. The Hotel reserves the right to forfeit the deposit for any cancellations.
6. Should the event be cancelled after confirmation, the amount deposited shall not be refunded and the following cancellation charge shall be applied:
 - a. Fifty Percent (50%) of the Total Estimated Cost is payable if Cancellation takes place Thirty (30) days before the function date.
 - b. Seventy Five Percent (75%) of the Total Estimated Cost is payable if cancellation takes place Fifteen days (15) days before the function date.
 - c. One Hundred Percent (100%) of the Total Estimated Cost is payable if cancellation takes place seven (7) days before the function date.
7. The Hotel reserves the right to assign an alternative room should the contracted venue become unavailable for any reason whatsoever.
8. All Food and Beverage items shall be purchased exclusively from the Hotel. It is agreed and understood that the Client is not permitted to bring in or take out of the Hotel such Food and Beverage items. Should the client violate this provision, the Hotel shall not in any manner be held liable for any damage, injury or prejudice that may be suffered by the client.
9. That the guests, his/her relatives, friends, speaker, participants, or anyone else, hereby renders the Hotel free from any and all liabilities that may arise from the preparation and quality of the food that may be taken out from the Hotel.
10. All equipment or items to be left overnight by the Client should be properly endorsed to the Banquet In – Charge for proper safekeeping. Any loss damage or disappearance of property and belongings of the function participants shall be the sole responsibility and liability of the Client.
11. The Hotel reserves the right to change the menu indicated in this agreement anytime in the event of non-availability of raw materials.
12. Only charges signed by the Authorized signatory whether or not they are specified in the contract shall be to the account of the Client.
13. The Client hereby undertakes not to engage in any lewd, immoral, or indecent shows or activities as these violate the policy of the Hotel on the matter. Should the Client violate this undertaking, the Client hereby agrees to pay to the Hotel the penalty of P50,000.00 without further demand, and the Hotel call the police for local assistance for possible violation of the pertinent laws and city ordinances against such lewd, immoral, indecent shows or activities.
14. The Hotel shall impose a 2 % monthly interest on unpaid charges. In case of any court action arising from this transaction, it shall be filed in the appropriate Municipal Trial Court or Regional Trial Court in the City of Cebu to the exclusion of any other court.

Signed on this _____ day of _____ 2013

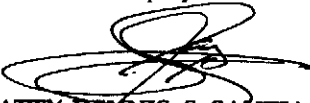
FUNDS AVAILABLE: P 291,750.00

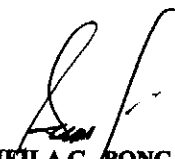
CONFORME:

Certified Correct by: 
KRISTINE DALE T. CORPUZ
Golden Prince Hotel & Suites Accountant III

DEPARTMENT OF BUDGET & MANAGEMENT
GOVERNMENT PROCUREMENT POLICY BOARD TECHNICAL SUPPORT OFFICE

Company Name


ATTY. DENNIS S. SANTIAGO
 Executive Director III


MS. SHEILA C. PONGAN
 Sales Manager