



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

REQUEST FOR QUOTATION

Date: 21 September 2012

RFQ No.: 35-2012

Name of Company: LEYTE PARK RESORT HOTEL
 Address: MAGSAYSAY CITY BLVD. TAGLOREAN CITY
325-5585 / 325-5586

Dear Sir/Maam:

Good day!

Please quote your best offer for the Lease of Venue, including accommodation and meals for the upcoming JSDF Roll-out for the 12 Pilot Municipalities on the LGPM and POG on 8-12 October 2012 in Samar, Leyte, described below, subject to the Terms and Conditions at the dorsal portion of this

The budget for the training event is **Php 400,000.00**

Please submit the accomplished form may be submitted or mailed at the address indicated below on or before **28 September 2012**. Proposals may also be attached to the accomplished form.

For clarifications, you may contact **Ms. Diane Angela A. Mercado** or **Ms. Jocelyn C. Baslig** at (02) 768-1306 and 900-6741 to 44.

Thank you.

[Sgd.]
KATRINA L. PAALA
 Procurement Officer

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

1. Available rooms (at least triple sharing and inclusive of breakfast)	✓		Twin/triple and quadruple sharing
2. Meals, with at least one round of drinks per meal and snacks			
a. 8 October 2012 - AM snacks, Buffet Lunch, PM Snacks and Buffet Dinner for at least 40 pax	✓		
b. 9 October 2012 - AM snacks, Buffet Lunch, PM Snacks and Buffet Dinner for at least 40 pax	✓		
b. 10 October 2012 - AM snacks, Buffet Lunch, PM Snacks and Buffet Dinner for at least 40 pax	✓		
c. 11 October 2012 - AM snacks, Buffet Lunch, PM Snacks and Buffet Dinner	✓		

for at least 40 pax d. 12 October 2012 - AM snacks, Buffet Lunch, PM Snacks for at least 40 pax	✓		
3. Free use of one (1) Function Room that can accommodate at least 40 pax on 8-12 October 2012	✓		
4. Round table setup (at 8-10 participants per table)			6 persons capacity per table
5. Secretariat's table (classroom setup) for at least 8 persons	✓		
6. Room must not contain pillars	✓		
7. Free-flowing coffee and/or tea during training	✓		
8. Waived charges for use of laptop/s and projector of the Secretariat			no electricity charge, provide own laptop/projector
9. Amenities include: a. Registration table just outside the Function Room	✓		
b. At least 3 microphone units	✓		
c. Projector screen and table for LCD Projector	✓		
d. Podium	✓		
e. Pads, pencils and candies		✓	additional charge
f. Whiteboard and/or flipchart, and markers	✓		no flipchart available
g. Audible/Operational Sound System	✓		
10. The foundation of the Hotel is made of concrete and structural steel materials or combination of both.	✓		
11. Ambience promotes learning.	✓		
12. Safety inside the hotel and nearby community.	✓		
13. Nearby community is quiet and/or serene, and clean.	✓		
14. Client's satisfactory rating based on online hotel reviews	✓		
15. Internet or wifi connection is not required, but is an advantage.	✓		

Please quote your best offer based on the following:

Room - Twin sharing/pax	₱ 2,000.00 /room /night
Room - Triple sharing/pax	₱ 2,740.00 /room /night
AM Snacks/pax	₱ 90.00 /pax /day
PM Snacks/pax	₱ 70.00 /pax /day
Buffet lunch/pax	₱ 200.00 /pax /day
Buffer dinner/pax	₱ 200.00 /pax /day
Other Charges	breakfast = ₱70.00/pax/day QUADRUPLE CHAIRS = ₱3,120.00/room/night

NOTE: w/ 2 FREE ROOM FOR SECRETARIAT FOR OCT-09-12, 2012

Terms and conditions are as follows:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the 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 item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
8. 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.
9. 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.
10. The charge for the additional persons shall be contained in an Amendment to Contract.
11. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
12. The GPPB-TSO shall prefer cash bill arrangement for payment. In lieu of cash 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.
13. 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.


MARDELIC H. VILLARIN

Signature over Printed Name

(053) 325-5585 / 5586 / 097771040863 /

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

lphsales@unmasters.com.ph

October 3, 2012



THE LEYTE PARK RESORT HOTEL

Joe Beslig
Department of Budget & Management
(02) 900-6741-42

Greetings from LEYTE PARK RESORT HOTEL!

Thank you for your inquiry of the service and the facilities of the hotel. We may have the honor to present to your good office our proposal for your October 2012 Events.

COMPUTATION OF CHARGES:

MEALS: Guided Buffet Meals / Plated Snacks

- Breakfast	P 130.00/ person/ day
- AM snacks	P 70.00/ person/ day
- Lunch	P 200.00/ person/ day
- PM snacks	P 70.00/ person/ day
- Dinner	P 200.00/ person/ day

ROOM ACCOMODATIONS: (rates applicable with 10 or more paying rooms)

- Quadruple Sharing	P 2,120.00 / room / night
- Five in a Room Sharing	P 2,650.00 / room / night
- Six in a Room Sharing	P 3,180.00 / room / night

Inclusions:

- Free use of air-conditioned venue
- Free use of sound system w/ 2 microphones
- Tables & chairs for the guaranteed number persons
- Free use of 1 widescreen
- Free use of 1 whiteboard w/ marker & eraser
- Lobby sign and stage backdrop
- Free 1 streamer
- Free flowing coffee during the session
- 1 Free Room for the Secretariat with 10 or more paying rooms

BILLING REQUIREMENTS:

We require 50% of the contracted amount as down payment as confirmation of your booking and the remaining balance and additional charges shall be paid right after the event. Should there be any questions, please call the undersigned @ (053) 325-6000/ 325-5586. 7

We are looking forward to provide you and your guest the excellent service standing true to its name – Leyte Park Hotel!

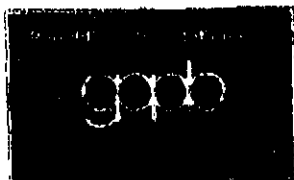
Very truly yours,


Ms. MARNELLE F. VILLARIN

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

NOTICE OF AWARD

4 October 2012

MS. MARNELLE P. VILLARIN
LEYTE PARK RESORT HOTEL
Magsaysay Blvd, Tacloban City

DATE: 10/5/12 BY: [Signature]

Dear Ms. Villarin:

We are pleased to inform you that your quotation for the procurement of **LEASE OF VENUE FOR THE JSDF TRAINER'S TRAINING ON TH LGPM AND POG FOR THE MUNICIPALITY OF BALANGIGA, EASTERN SAMAR** with the corresponding bid price of **Two Hundred Sixty Two Thousand Seven Hundred Twenty Pesos (PhP 262,720.00)** has been determined to be the lowest submitted price quotation.

Kindly send the copy of the Contract for said project for our review and perusal not later than **5 October 2012**. The Contract shall be approved at the soonest possible time in accordance with the Guidelines on Procurement under IBRD Loans and Credits of the World Bank.

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

Very truly yours,

[Signature]
DEANIS S. SANTIAGO
Executive Director III

Received By:

MARNELLE P. VILLARIN

(Signature above printed name)

05-05-2012 / 11:36 AM

(Date and Time of receipt)

*Kindly fax to sender to acknowledge receipt