

Republic of the Philippines
**GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE**

REQUEST FOR QUOTATION

Date: 29 July 2024
RFQ No.: 2024-AD-001

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number **(required)**: _____

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)** intends to procure **Room Accommodation for GPPB Recognized Trainers (Skills Enhancement Training Workshop)** through **Section 53.9 Negotiated Procurement – Small Value Procurement** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation to the given email address below, on or before **10:00 AM of 01 August 2024**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ).

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Mayor's/Business Permit**
- b. **Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

The Head of the Procuring Entity (HoPE) of the GPPB-TSO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may send an email to Mr. Aaron Crisologo aacrisologo@gppb.gov.ph.

By the Authority of the Bids and Awards Committee:



JULIE D. ABRIGO
Supervising Administrative Officer, AD

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at aacrisologo@gppb.gov.ph.
- (5) 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 e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline 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. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not

delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO may terminate 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.

12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

Room Accommodation for GPPB Recognized Trainers (Skills Enhancement Training Workshop)			
Minimum Technical Specifications	Quantity	Offered Technical Specification/ Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.			
I. Room Availability and Arrangement a. 05-09 August 2024 (20 pax) b. 12-16 August 2024 (16 pax)	1 lot		
II. Location a. within Quezon City			
III. Neighborhood Data a. Proper waste management system such as regular garbage collection b. Proximity to Police and Fire stations c. Proximity to banks, postal telecommunications service provider			
IV. Room Accommodation a. Structural Condition: The foundation is made of concrete and structural steel materials or combination of both b. Twin sharing standard room for 20 pax with separate beds and blankets (05-09 August 2024), with breakfast c. Twin sharing standard room for 16 pax with separate beds and blankets (12-16 August 2024) with breakfast			
V. Facilities a. Continuous water supply b. Available telephone and/or internet connection in the room c. Waived electricity charges for use of devices (mobile phones, tables, and laptops) d. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler			
VI. Other requirements a. Adequate security service 24/7			

b. Provision of toiletries and towels c. Use of energy efficient lighting (LED) day light d. Implement sustainable features within the facility (please specify) _____ _____ _____			
Bidder will be evaluated based on the following criteria Compliance with the specifications 50% Total Offered Quotation 50%			
*****nothing follows*****			

FINANCIAL OFFER:

<p>Terms of Payment:</p> <p><i>Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) calendar days after receipt of billing. In case of accounts maintained in other banks, bank transfer fees shall be chargeable against the creditor's account. Payment shall be based on actual number of pax</i></p> <p><u>Payment Details:</u></p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name (should be the exact account name as registered in the bank): _____</p> <p>Bank Branch: _____</p>
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Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Room Accommodation for GPPB Recognized Trainers (Skills Enhancement Training Workshop)	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Two Hundred Seventy-Five Thousand Pesos (PhP275,000.00)	In words:
	In figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es