



REQUEST FOR QUOTATION

Date: October 23, 2023
 RFQ: BSVP 2023-032

Name of Company: _____
 Address: _____
 Business Permit No.: _____
 TIN No.: _____
 PhilGEPS Registration No.: _____

PROCUREMENT: Lease of Property and Venue for Iloilo Team Building 2023 of Iloilo International Airport.

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided on this request for quotation. Submit your quotation duly signed by you or your duly representative and must send copies of eligibility requirements (**Business Permit, PhilGEPS Certificate of Registration and Special Power of Attorney for Sole Proprietorship/ Secretary Certificate for Corporation and Cooperative, if applicable**) **not later than October 27, 2023 at 10:00 AM.**

Interested bidder must submit this RFQ and Price Quotation in the Bidder's/Supplier's Letterhead sealed in an envelope addressed to the BAC Chairman. Kindly review Terms and Conditions attached herewith.

(SGD.) ROBERTO B. MONTELIJAO JR.
 Procurement Officer

TERMS AND CONDITIONS:

- Bidders must provide **correct and accurate** information required in this form.
- Only **authorized representative** shall be allowed to sign the Request For Quotation in behalf of the owner/ corporation.
- Bidders must quote for all the items.
- Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 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
- Rental of Venue and Accommodation shall be for 4 Days and 3 Nights and deliverables shall be upon the day of availment of accommodation.
- The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 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 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.

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

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget of the Contract	OFFER					REMARKS	
			PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		
			QTY	Unit Price	Total Price		Yes		No
			PHP 262,500.00						
1 FOOD, VENUE AND ACCOMODATION									
Check In: November 15, 2023									
Check Out: November 18, 2023									
DAY 1									
PM Snacks	105 pax								
Dinner	105 pax								
Breakfast	105 pax								
AM Snacks	105 pax								
DAY 2									
PM Snacks	105 pax								
Dinner	105 pax								
Breakfast	105 pax								
AM Snacks	105 pax								
DAY 3									
PM Snacks	105 pax								

ITEM DESCRIPTION	Quantity (QTY)		Approved Budget of the Contract	OFFER						
				PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		REMARKS
				QTY	Unit Price	Total Price		Yes	No	
Dinner	105	pax								
Breakfast	105	pax								
AM Snacks	105	pax								
2 GAMES MATERIALS AND PRIZES	1	lot								
(rope, mugs, flaglets, crayons, cartolina, illustration board)										
TOTAL										

TERMS OF REFERENCE

I. Delivery and Schedule of Requirements

1. FOOD

PM Snacks	2:00 PM
Dinner	6:30 PM
Breakfast	6:30 AM
AM Snacks	9:00 AM

I.1.b Bidders must attach the menu proposal.

I.1.c Delivery schedule is subject to change. New delivery date shall be coordinated 3 days prior to delivery.

2. Accommodation:

I.2.1 Hotel/Resort must accommodate 105 pax for 4 days and 3 nights stay

II. Games, Materials and Prizes

1. Games Materials

II.1 Materials shall be used for the three days

II. Terms of Payment

The service provider must issue a billing statement and proof of deliverables/ means of verification before the processing of any payment.