



## **REQUEST FOR QUOTATION (RFQ)**

### **FOOD, VENUE AND ACCOMMODATION**

FOR THE CONDUCT OF THE NATIONAL CONFERENCE ON ECOSYSTEM-BASED ADAPTION (EBA) WITH THE THEME, "EBA FOR PHILIPPINE RESILIENCE (KAKAEBANG PANG ANGKOP SA PAGBABAGO NG KLIMA) ON NOVEMBER 26-27 and WORKSHOP ON MOVING FORWARD EBA ON NOVEMBER 28-30, 2017 UNDER EMB EMB-CCD RFQ NO. EMB-CCD-S-GOODS-283-11-20-2017

1. The Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB) hereinafter referred to as the “Purchaser” now requests for submission of price quotations for the procurement of the aforesaid items described in the Scope of Works.
2. A set of technical requirements are provided in Attachment/s. Item/s listed under the Purchaser’s Terms of Reference/s must be complied with on a pass-fail basis. Failure to meet any one of the requirements may result in rejection of the quotation. The Approved Budget for this contract is **PhP 540,000.00.**
3. Bidding procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act 9184.
4. It is the intent of the Purchaser to evaluate the bid/quotation on **a lot basis**, whichever is advantageous to the government. Award will be made to the bid/quotation or combination of quotations resulting in the lowest evaluated quotation meeting the Purchaser’s technical specifications.
5. Quotations must be delivered at the address below not later than of 5:00 p.m. of **NOVEMBER 24, 2017.**

Department of Environment and Natural Resources  
Environmental Management Bureau  
1<sup>st</sup> Floor, EMB Administrative Bldg., (formerly HRDS Bldg.),  
DENR Compound, Visayas Avenue, Diliman, Quezon City

6. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site/s if the contract is awarded.
7. Bid/quotation submission maybe typewritten and must be placed in a sealed envelope marked *FOOD, VENUE AND ACCOMMODATION, FOR THE CONDUCT OF EBA3 (RFQ No.EMB-CCD-S-GOODS-283-11-20-2017)*. The EMB-PGSS is **implementing a sealed envelope procedure of bid/quotation submissions.**
8. ***Bids/Quotation submission that will not comply with the above instructions will be automatically disqualified and will not be accepted.***

9. Bids/quotations shall be valid for sixty (60) calendar days from the deadline of submission of bids.
10. The delivery period shall be within *Fifteen (15)* calendar days from receipt of the Purchase Order (PO) and/or Job Order (JO). The supplier must inform the Purchaser at least three (3) days before the date of delivery. The delivery will be made only during working days and hours.
11. Delivery Sites: see delivery sites enumerated in the Quotation Form

**Environmental Management Bureau**

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DENR Compound, Visayas Avenue, Diliman, Quezon City  
Attention: AFD-Property and General Services Section

12. The applicable rate for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the contract for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it.
13. The Purchaser reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. The Purchaser also reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall functionality of the material and the capability of the supplier to perform the contract.
14. Participating service provider/s must abide by the existing health, safety, environment, quality and other related laws and procedures as prescribed by the Philippine Government.
15. The prospective bidder shall submit the following (based on RA9184, Annex H, Appendix A):
  - a) Quotation Form
  - b) Mayors/Business Permit
  - c) PhilGEPS Registration Number/Proof of PhilGEPS Registration
  - d) Income/Business Tax return

**BENHUR V. MALANA**

Chief, PGSS-AFMD

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## PRICE QUOTATION

| DESCRIPTION   | Quantity | Unit Price (PhP) | Total Price (PhP) |
|---|----------|------------------|-------------------|
| FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF THE NATIONAL CONFERENCE ON ECOSYSTEM-BASED ADAPTION (EBA) WITH THE THEME, "EBA FOR PHILIPPINE RESILIENCE (KAKAEBANG PANG ANGKOP SA PAGBABAGO NG KLIMA) ON NOVEMBER 26-27 and WORKSHOP ON MOVING FORWARD EBA ON NOVEMBER 28-30, 2017 UNDER EMB EMB-CCD RFQ NO. EMB-CCD-S-GOODS-283-11-20-2017 | 90 PAX   |                  |                   |
|   | 60 PAX   |                  |                   |

**Note:** In case of discrepancy between unit and total prices, the unit price shall prevail.

**Name of company:** \_\_\_\_\_

**Postal address :**

**Email address :**

**Telephone & Fax No.:** \_\_\_\_\_

**Signature over printed name:** \_\_\_\_\_

**Designation :** \_\_\_\_\_

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**Technical Description**

| NO. | Description  | Quantity                    |
|-----|--|-----------------------------|
| 1   | <p>FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF THE NATIONAL CONFERENCE ON ECOSYSTEM-BASED ADAPTION (EBA) WITH THE THEME, "EBA FOR PHILIPPINE RESILIENCE (KAKAEBANG PANG ANGKOP SA PAGBABAGO NG KLIMA) ON NOVEMBER 26-27 and WORKSHOP ON MOVING FORWARD EBA ON NOVEMBER 28-30, 2017 UNDER EMB EMB-CCD RFQ NO. EMB-CCD-S-GOODS-283-11-20-2017</p> <p>Detailed Specifications:</p> <p>1. Seminar/Workshop Requirements:</p> <ul style="list-style-type: none"> <li>- No. of Person: 90 &amp; 60 pax</li> <li>- Date of Workshop: NOVEMBER 26,27, 28-29, 2017 (4) days)</li> <li>- Inclusion: Breakfast, AM Snack, Lunch &amp; PM Snack, Free Flowing Coffee</li> </ul> | <p>90 PAX</p> <p>60 PAX</p> |
|     | <b>TOTAL BID PRICE</b>   |                             |

***Note:** Supplier Specification shall contain line by line compliance with the Purchaser's Specification*

Name of Firm\_\_\_\_\_

Authorized Representative\_\_\_\_\_

Signature over printed name

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## **OTHER REQUIREMENTS**

### **1. Quotation Submission Requirements**

- Supplier must submit a duly accomplished and signed Price Quotation, and Supplier's line by line Technical Specifications compliance.
- Supplier's must accomplish/fill all required pages to facilitate documentation
- Supplier must be PhilGEPS registered.
- Business Permit/License Permit
- Failure to follow the above requirements may result to outright rejection of submitted quotation/s.

### **2. Evaluation and Awarding of Quotation**

- The Purchaser will evaluate and compare the offers, which have been determined as responsive pursuant to the completeness of the purchaser requirements
- Compliance to the technical specifications
- Awards shall be made to the lowest evaluated and responsive quotation.
- Submission of requirements containing false information or falsified documents that contain false information or concealment of such information in order to influence the outcome of eligibility screening or any other stage of the procurement process may result to Blacklisting Guidelines as provided in the IRR of RA 9184.

### **3. Terms of Payment**

- 100% of the contract price will be paid upon verification/inspection and acceptance of the services in compliance to existing government auditing and accounting procedures.

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### **Supplier's Certification**

I hereby agree to abide by this quotation for the Food, Venue and Accommodation for the Conduct of Workshop **30 calendar days** from the date of submission of quotation:

| <b>NO.</b> | <b>Description</b>  | <b>Quantity</b>      |
|------------|---|----------------------|
| 1          | FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF THE NATIONAL CONFERENCE ON ECOSYSTEM-BASED ADAPTION (EBA) WITH THE THEME, "EBA FOR PHILIPPINE RESILIENCE (KAKAEBANG PANG ANGKOP SA PAGBABAGO NG KLIMA) ON NOVEMBER 26-27 and WORKSHOP ON MOVING FORWARD EBA ON NOVEMBER 28-30, 2017 UNDER EMB EMB-CCD RFQ NO. EMB-CCD-S-GOODS-283-11-20-2017 | 90 pax<br><br>60 PAX |
|            | <b>TOTAL BID PRICE</b>  |                      |

This quotation shall remain binding upon us and valid until expiration of the **30 calendar day bid validity**.

Name of Firm \_\_\_\_\_

Authorized Representative \_\_\_\_\_  
Signature over printed name

Position:

Date: \_\_\_\_\_

