



Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY**  
Regional Office VII, Mezzanine Floor, LDM Building  
M.J Cuenco Avenue, Corner Legaspi St. Cebu City  
Telephone Nos. (032) 2561664/2539643

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The Technical Assistance Unit of Philippine Fiber Industry Development Authority Regional Office VII (PhilFIDA RO VII) had requested for the Supply and Delivery of Items under Purchase Request Number 2022-05-308 dated May 13, 2022. Thus, the PhilFIDA RO VII, thru its Bids and Awards Committee (BAC) invites all manufacturers, suppliers and distributors to send their sealed bids/quotations, within seven (7) days from publication hereof, for the supply/delivery of the items enumerated below:

Name of Project : Research Division's 2022 In-House R4D Review on June 20- 24, 2022 in Cebu City

Approved Budget for : Two Hundred Fifty Thousand Pesos Only (P250,000.00)  
the Contract

### REQUEST FOR QUOTATION

Item No.	Quantity	Unit	Description of Items	Approved Budget (P)
1	40	pax	Venue, Food and Accommodation for the Research In-House Review on June 20- 24, 2022 in Cebu City  TERMS AND CONDITIONS <b>1) Venue/Conference Hall- June 20- 23, 2022 (Airconditioned)</b> Capacity- at least 40 pax following IATF protocols Free use of the ff: -Conference Room- 7am to 11pm -Audio and Video Equipment, Projector screen -Microphone- at least 3 -White board, eraser, white board markers -Stable Wi-Fi, Extension cords for laptop and cellphone charging etc. -Free flowing brewed coffee, tea, & water with backdraft at the center stage  <b>2) Food- Managed Buffet (40 pax)</b> -June 20- AM & PM Snack, Lunch and Dinner -June 21, 22 and 23- Breakfast, AM & PM Snack, Lunch and Dinner -June 24- Breakfast only Menu: Lunch and Dinner (1 meat; 1 fish/seafood; 1 soup; 1 vegetable; rice; desserts/fruits; juice and water)	250,000.00

			<p><b>3) Accommodation- Air-conditioned rooms</b>                  Two-persons in a room, No Bed Sharing= 18 rooms                  Solo person in a room = 2 rooms                  Total rooms= 20 rooms</p> <p><b>4) Field Visit- June 23, 2022</b>                  From Venue to Balamban and Tuburan and vice versa</p>	
			TOTAL	250,000.00

Terms and Conditions:

- Delivery Date : June 20- 24, 2022
- Place of Delivery : Cebu City
- Terms of Payment : Processing for cheque payment will start upon receipt of Statement of Account and duly signed Inspection and Acceptance Report by PhilFIDA personnel

Please quote your best offer for the item(s) listed. Submit your sealed quotation duly signed by you or your duly authorized representative not later than 9:00am of May 27, 2022. Award of contract shall be made to the lowest quotation which complies to the minimum description as stated in RFQ. A clear copy of your 2022 Business Permit, PhilGeps Certificate of Registration and BIR Certificate of Registration are also required to be submitted along with your sealed quotation. Quotation can be submitted manually at the address indicated below or emailed to [rocebu@philfida.da.gov.ph](mailto:rocebu@philfida.da.gov.ph).

Philippine Fiber Industry Development Authority  
 Mezzanine Floor, LDM Building  
 M. J. Cuenco Avenue corner Legaspi Streets  
 Cebu City, Cebu

For clarification, you may contact Ms. Mary Ann T. Resane, BAC Secretariat at telephone number 032-2561664 and 032-2539643

**GILBERT V. MAYORES, JR.**  
 Chairperson, BAC

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

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately
2. Do not alter the contents of this form in any way
3. Technical specification with asterisk (\*) 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

PR Number: 2022-05-308

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

**GILBERT V. MAYORES, JR.**

Chairperson, Bidding and Awards Committee  
PhilFIDA Regional Office VII  
Cebu City

Sir,

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Item Number	Item Specification	Quantity	Unit	Unit Price (P)	Total Amount (P)
1	<p>Venue, Food and Accommodation for the Research In-House Review on June 20- 24, 2022 in Cebu City</p> <p>TERMS AND CONDITIONS</p> <p><b>1) Venue/Conference Hall- June 20- 23, 2022 (Air-conditioned)</b></p> <ul style="list-style-type: none"> <li>- Capacity- at least 40 pax following IATF protocol</li> </ul> <p>Free use of the ff:</p> <ul style="list-style-type: none"> <li>- Conference Room- 7am to 11pm</li> <li>- Audio and Video Equipment, Projector screen</li> <li>- Microphone- at least 3</li> <li>- White board, eraser, white board markers</li> <li>- Stable Wi-Fi, Extension cords for laptop and cellphone charging etc.</li> <li>- Free flowing brewed coffee, tea, &amp; water with backdraft at the center stage</li> </ul> <p><b>2) Food- Managed Buffet (40 pax)</b></p> <ul style="list-style-type: none"> <li>- June 20- AM &amp; PM Snack, Lunch and Dinner</li> <li>- June 21 to 23- Breakfast, AM &amp; PM Snack, Lunch and Dinner</li> <li>- June 24- Breakfast only</li> </ul> <p>Menu: Lunch and Dinner (1 meat; 1 fish/seafood; 1 soup; 1 vegetable; rice; desserts/fruits; juice and water)</p> <p><b>3) Accommodation- Air-conditioned rooms</b></p> <p>Two-persons in a room, No Bed Sharing= 18 rooms Solo person in a room = 2 rooms Total rooms= 20 rooms</p> <p><b>4) Field Visit- June 23, 2022</b></p> <p>From Venue to Balamban and Tuburan vice versa</p>	40	pax		
Total Amount *					
Amount in Words:*					

The above quoted prices are inclusive of all costs and applicable taxes. Prices indicated are valid until \_\_\_\_\_.\*

Very truly yours,

\_\_\_\_\_\*  
Name and signature of representative

\_\_\_\_\_\*  
Name of Company

\_\_\_\_\_\*  
Address

\_\_\_\_\_\*  
Contact Number