



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

Page 1 of 4 pages

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 2022-04-265 dated April 25, 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 : Training-Workshop on the Development of Modules for the Manual on Abaca Production Phase 2 on May 23-27, 2022 in Bohol province

Approved Budget for : Five Hundred Twenty-five Thousand pesos only (P525,000.00)
the Contract

REQUEST FOR QUOTATION

Item No.	Quantity	Unit	Description of Items	Approved Budget (P)
1	56	persons	<p>Food, Venue and Accommodation for the conduct of Training-Workshop on the Development of Modules for the Manual on Abaca Production Phase 2 on May 23-27, 2022 in Bohol province</p> <p>TERMS AND CONDITIONS</p> <p>1) Venue/Conference Hall</p> <ul style="list-style-type: none">- Can accommodate at least 56 persons following IATF protocols-May 23, 2022 (6pm to 11pm)-May 24-26, 2022 (7am to 11pm)-Free use of sound system and LCD projector-Free use and strong/stable WiFi connection-With backdraft at the center stage-With whiteboard and pens <p>2) Food for 56 persons</p> <ul style="list-style-type: none">-May 23, 2022 (lunch, PM snack, dinner)-May 24-26, 2022 (breakfast, lunch, dinner, AM & PM snack)-May 27, 2022 (breakfast, lunch, AM & PM snack pack) <p>Menu : rice, soup, 4 main dishes, vegetables, dessert-salad and softdrink</p> <ul style="list-style-type: none">-Free flowing coffee and mineral water	525,000.00

			3) Room Accommodation -May 23-26, 2022 (4-day full board) -Two person per room, no bed sharing -Room summary : a. Solo, male - 3 rooms b. Solo, female - 1 room c. 2 person/room, male - 16 rooms d. 2 person/room, female - <u>10 rooms</u> 30 rooms	
			TOTAL	525,000.00

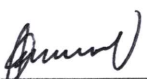
Terms and Conditions:

Delivery Date : May 23-27, 2022
 Place of Delivery : Bohol
 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 10, 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.

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: 5/2/2022

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 : 2022-04-265

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>Food, Venue and Accommodation for the conduct of Training-Workshop on the Development of Modules for the Manual on Abaca Production Phase 2 on May 23-27, 2022 in Bohol province</p> <p>TERMS AND CONDITIONS</p> <p>1) Venue/Conference Hall</p> <ul style="list-style-type: none"> - Can accommodate at least 56 persons following IATF protocols - May 23, 2022 (6pm to 11pm) - May 24-26, 2022 (7am to 11pm) - Free use of sound system and LCD projector - Free use and strong/stable WiFi connection - With backdraft at the center stage - With whiteboard and pens <p>2) Food for 56 persons</p> <ul style="list-style-type: none"> - May 23, 2022 (lunch, PM snack, dinner) - May 24-26, 2022 (breakfast, lunch, dinner, AM & PM snack) - May 27, 2022 (breakfast, lunch AM & PM snack pack) Menu : rice, soup, 4 main dishes, vegetables, dessert-salad and softdrink - Free flowing coffee and mineral water <p>3) Room Accommodation</p> <ul style="list-style-type: none"> - May 23-26, 2022 (4-day full board) - Two person per room, no bed sharing - Room summary : <li style="margin-left: 20px;">a. Solo, male - 3 rooms <li style="margin-left: 20px;">b. Solo, female - 1 room <li style="margin-left: 20px;">c. 2 person/room, male - 16 rooms <li style="margin-left: 20px;">d. 2 person/room, female - <u>10 rooms</u> <li style="margin-left: 40px;">30 rooms 	56	persons		
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
