



Republic of the Philippines  
**Department Of National Defense**  
**OFFICE OF CIVIL DEFENSE**  
In Bangsamoro Autonomous Region in Muslim Mindanao  
Camp BGeneral Gonzalo H Siongco, Awang, Datu Odin Sinsuat, Maguindanao

**REQUEST FOR QUOTATION (RFQ) No. 156-2019**

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
PhilGEPS Cert. # : \_\_\_\_\_

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** in accordance with **Section 53.10 Lease of Venue including meals and snacks** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The OCD hereinafter referred to as “the Purchaser”, now requests submission of a price quotation for the subject below:

Name of Activity	<b>-Basic DRRM for Artisanal Fisherfolks on Aug 13,2019</b> <b>- Basic DRRM for Formal Labor and Migrant Workers on Aug 14,2019</b> <b>- Basic DRRM for Informal Sectors on Aug 15,2019</b> <b>- Basic DRRM for Urban Poor Sector on Sept 18,2019</b> <b>Venue: in Lanao del Sur/Marawi City</b>
Brief Description	Provision of Snacks and Drinks
Terms of payment	<b>Send bill policy as payment for services</b>
ABC (Approved Budget for the Contract)	Php 230,400.00
Fund Source	APB 2019

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein. **All bids higher than ABC shall automatically be disqualified.**

Proponent must submit, together with its quotation **“Annex A (Technical Specifications) & Annex B (Price Quotation Form)” (under prescribed form) non-submission shall automatically be disqualified** not later than **08:00AM on July 22, 2019**, at Camp GH Siongco, Awang, Datu Odin Sinsuat, Maguindanao. Submit your quotation duly signed by your authorized representative. For any clarifications, you may contact us at Telephone Nos. **(064)431-0001 and (064)421-1535** or email at **ocdarmm.main@gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

Interested supplier/service provider is required to submit the following documents:

- a. Platinum PhilGEPS Registration only with valid and current annexes

While for Red Membership:

- 1.Valid and current Mayor’s Permit/Business Permit
- 2.PhilGEPS Registration Number
- 3.Latest Income and Business Tax Return
- 4.Omnibus Sworn Statement

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative. The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for everyday of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The OCD-BARMM reserves the right to accept or reject any or all bids, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project.

  
**RAYLINDO S ANIÑON**  
Regional Director

**Received by:**

\_\_\_\_\_  
(Signature above Printed Name)

\_\_\_\_\_  
(Date and Time of Receipt)

\*Kindly fill-out and send back this letter to sender

**ANNEX "A"**

**Lease of venue including meals and snacks**

Bidders must state either **"Comply"** or **"Not Comply"** or **any equivalent term** in the column "Statement of Compliance" against each of the individual parameters of each "Specification"

<b>ITEM No.</b>	<b>Specification</b>	<b>Statement of Compliance</b>
1	<p><b>Basic DRRM Training for Artisanal Fisherfolks on August 13,2019 in Lanao del Sur</b></p> <p><b>MEALS/SNACKS</b> <i>(for the participants)</i></p> <p><b>Breakfast (packed)</b></p> <ul style="list-style-type: none"><li>-2 viands</li><li>-rice</li><li>-bottled water</li><li>-softdrinks</li><li>-desert</li><li>-fruits</li></ul> <p><b>AM snacks and PM Snacks (packed) with juice/softdrinks</b></p> <p><b>Lunch</b></p> <ul style="list-style-type: none"><li>- preferably assisted buffet</li><li>-3 viand</li><li>-desert/fruits</li><li>-softdrinks</li><li>-rice</li><li>-bottled water</li></ul> <p><b>Others:</b></p> <p>Choices of menu with different variety of foods.</p> <p>Strictly no pork for lunch and snacks (HALAL)</p>	

Must provide water station

With free flowing coffee with disposable cups

Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation.

**MEALS/SNACKS**

*(for the secretariat and RP)*

**Dinner (packed) on**

**August 12,2019**

-2 viands

-rice

-bottled water

-softdrinks

-desert

-fruits

**AM snacks and PM Snacks (packed) with juice/softdrinks**

**Lunch**

- preferably assisted buffet

-3 viand

-desert/fruits

-softdrinks

-rice

-bottled water

**Dinner on August 13, 2019**

- preferably assisted buffet

-3 viand

-desert/fruits

-softdrinks

-rice

-bottled water

**ACCOMMODATION**

	<p>-supplier must provide room accommodation for the Secretariat and Resource Person within Marawi City for easily accessible to the venue.</p> <p>a. Rooms for 6 pax (Secretariat and RP)</p> <p>Check in date and time: <b>-August 12, 2019 / 2 pm</b></p> <p>Check out date and time: <b>-August 13, 2019 / 12 nn</b></p> <p><b>Room type:</b></p> <p><b>Double or Triple sharing</b></p> <p><b>VENUE</b></p> <p>Must provide by the supplier located within Lanao del Sur / Marawi City</p> <p>Complete table for participants and catering set-up</p> <p>Must provide secretariat and registration table</p> <p>Have sufficient power outlets and extension wires for laptops, printer and other equipment</p> <p>Well ventilated, air conditioned and adequate lighting with uninterrupted power supply</p> <p>Conducive for learning</p> <p>Can accommodate the number of participants</p> <p>Has friendly Faculty for the participants/guest</p> <p>Adequate number of comfort room comfortably located adjacent to the venue</p> <p>With wifi connection</p> <p>Free audio system, at least 2 microphone, white board and projector</p> <p>Must be in Send Bill Policy</p>	
	<p><b>Basic DRRM Training for Formal Labor and Migrant Workers on August 14,2019</b></p> <p><b>Specific Requirements:</b></p>	

**MEALS/SNACKS**

*(for the participants)*

**Breakfast (packed)**

-2 viands

-rice

-bottled water

-softdrinks

-desert

-fruits

**AM snacks and PM Snacks (packed)** with juice/softdrinks

**Lunch**

- preferably assisted buffet

-3 viand

-desert/fruits

-softdrinks

-rice

-bottled water

**Others:**

Choices of menu with different variety of foods.

Strictly no pork for lunch and snacks (HALAL)

Must provide water station

With free flowing coffee with disposable cups

Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation.

**MEALS/SNACKS**

*(for the secretariat and RP)*

**Breakfast (packed) on**

**August 14,2019**

-2 viands

-rice

-bottled water

-softdrinks

-desert

-fruits

**AM snacks and PM Snacks (packed)** with juice/softdrinks

**Lunch**

- preferably assisted buffet

-3 viand

-desert/fruits

-softdrinks

-rice

-bottled water

**Dinner on August 14, 2019**

- preferably assisted buffet

-3 viand

-desert/fruits

-softdrinks

-rice

-bottled water

**ACCOMMODATION**

-supplier must provide room accommodation for the Secretariat and Resource Person within Marawi City for easily accessible to the venue.

- b. Rooms for 6 pax  
(Secretariat and RP)

Check in date and time:

**-August 14, 2019 / 2 pm**

Check out date and time:

	<p><b>-August 15, 2019 / 12 nn</b></p> <p><b>Room type:</b></p> <p><b><i>Double or Triple sharing</i></b></p> <p><b>VENUE</b></p> <p>Must provide by the supplier located within Lanao del Sur / Marawi City</p> <p>Complete table for participants and catering set-up</p> <p>Must provide secretariat and registration table</p> <p>Have sufficient power outlets and extension wires for laptops, printer and other equipment</p> <p>Well ventilated, air conditioned and adequate lighting with uninterrupted power supply</p> <p>Conducive for learning</p> <p>Can accommodate the number of participants</p> <p>Has friendly Faculty for the participants/guest</p> <p>Adequate number of comfort room comfortably located adjacent to the venue</p> <p>With wifi connection</p> <p>Free audio system, at least 2 microphone, white board and projector</p> <p>Must be in Send Bill Policy</p>	
	<p><b>Basic DRRM Training for Informal Sector on August 15, 2019</b></p> <p><b>Specific Requirements:</b></p> <p><b>MEALS/SNACKS</b></p> <p><i>(for the participants)</i></p> <p><b>Breakfast (packed)</b></p> <ul style="list-style-type: none"> <li>-2 viands</li> <li>-rice</li> <li>-bottled water</li> <li>-softdrinks</li> </ul>	



-desert

-fruits

**AM snacks and PM Snacks (packed)** with juice/softdrinks

**Lunch**

- preferably assisted buffet

-3 viand

-desert/fruits

-softdrinks

-rice

-bottled water

**Others:**

Choices of menu with different variety of foods.

Strictly no pork for lunch and snacks (HALAL)

Must provide water station

With free flowing coffee with disposable cups

Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation.

**MEALS/SNACKS**

*(for the secretariat and RP)*

**Breakfast (packed) on**

**August 15,2019**

-2 viands

-rice

-bottled water

-softdrinks

-desert

-fruits

**AM snacks and PM Snacks (packed)** with juice/softdrinks

**Lunch**

- preferably assisted buffet
- 3 viand
- desert/fruits
- softdrinks
- rice
- bottled water

**Dinner on August 15, 2019**

- preferably assisted buffet
- 3 viand
- desert/fruits
- softdrinks
- rice
- bottled water

**ACCOMMODATION**

-supplier must provide room accommodation for the Secretariat and Resource Person within Marawi City for easily accessible to the venue.

- c. Rooms for 6 pax  
(Secretariat and RP)

Check in date and time:

***-August 15, 2019 / 2 pm***

Check out date and time:

***-August 16, 2019 / 12 nn***

**Room type:**

***Double or Triple sharing***

**VENUE**

Must provide by the supplier located within Lanao del Sur / Marawi City

	<p>Complete table for participants and catering set-up</p> <p>Must provide secretariat and registration table</p> <p>Have sufficient power outlets and extension wires for laptops, printer and other equipment</p> <p>Well ventilated, air conditioned and adequate lighting with uninterrupted power supply</p> <p>Conducive for learning</p> <p>Can accommodate the number of participants</p> <p>Has friendly Faculty for the participants/guest</p> <p>Adequate number of comfort room comfortably located adjacent to the venue</p> <p>With wifi connection</p> <p>Free audio system, at least 2 microphone, white board and projector</p> <p>Must be in Send Bill Policy</p>	
	<p><b>Basic DRRM for Urban Poor Sector. Proposed date on September 18, 2019 to be held within Lanao Del Sur.</b></p> <p><b>Specific Requirements:</b></p> <p><b>MEALS/SNACKS</b> <i>(for the participants)</i></p> <p><b>Breakfast (packed)</b></p> <ul style="list-style-type: none"> <li>-2 viands</li> <li>-rice</li> <li>-bottled water</li> <li>-softdrinks</li> <li>-desert</li> <li>-fruits</li> </ul> <p><b>AM snacks and PM Snacks (packed)</b> with juice/softdrinks</p> <p><b>Lunch</b></p> <ul style="list-style-type: none"> <li>- preferably assisted buffet</li> <li>-3 viand</li> <li>-desert/fruits</li> <li>-softdrinks</li> </ul>	

-rice

-bottled water

**Others:**

Choices of menu with different variety of foods.

Strictly no pork for lunch and snacks (HALAL)

Must provide water station

With free flowing coffee with disposable cups

Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation.

**MEALS/SNACKS**

*(for the secretariat and RP)*

**Dinner (packed) on**

**September 17,2019**

-3 viand

-desert/fruits

-softdrinks

-rice

-bottled water

**AM snacks and PM Snacks (packed) with juice/softdrinks**

**Lunch**

- preferably assisted buffet

-3 viand

-desert/fruits

-softdrinks

-rice

-bottled water

**Dinner on Sept 18, 2019**

- preferably assisted buffet

-3 viand

-desert/fruits

-softdrinks

-rice

-bottled water

### **ACCOMMODATION**

-supplier must provide room accommodation for the Secretariat and Resource Person within Marawi City for easily accessible to the venue.

- d. Rooms for 6 pax  
(Secretariat and RP)

Check in date and time:

**-Sept 17, 2019 / 2 pm**

Check out date and time:

**-August 18, 2019 / 12 nn**

**Room type:**

***Double or Triple sharing***

### **VENUE**

Must provide by the supplier located within Lanao del Sur / Marawi City

Complete table for participants and catering set-up

Must provide secretariat and registration table

Have sufficient power outlets and extension wires for laptops, printer and other equipment

Well ventilated, air conditioned and adequate lighting with uninterrupted power supply

Conducive for learning

Can accommodate the number of participants

Has friendly Faculty for the participants/guest

Adequate number of comfort room comfortably located adjacent to the venue

With wifi connection

	Free audio system, at least 2 microphone, white board and projector Must be in Send Bill Policy	
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I hereby commit to comply with all the above requirements.

Company Name : \_\_\_\_\_  
Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_  
Complete Name : \_\_\_\_\_  
Date : \_\_\_\_\_

**ANNEX "B"**  
PRICE QUOTATION FORM

Regional Director  
Office of Civil Defense-BARMM  
Camp GH Siongco, Awang,  
Datu Odin Sinsuat, Maguindanao

**Sir/Madam:**

After having carefully read and accepted the terms and conditions in the Request for Quotation hereunder are our financial proposal for all items identified below:

Item	No. of Unit	Unit cost	Total Price
<b>Basic DRRM Training for Artisanal Fisherfolks on August 13,2019 in Lanao del Sur</b>			
<b>MEALS/SNACKS</b> <i>(for the participants)</i>			
<b>Breakfast (packed)</b>			
-2 viands	45 pax for participants		
-rice			
-bottled water	6 pax for sec and RP for Lot activities		
-softdrinks			
-desert			
-fruits	Venue rental and accommodation provided by supplier located in Lanao del Sur/ Marawi City		
<b>AM snacks and PM Snacks (packed) with juice/softdrinks</b>			
<b>Lunch</b>			
- preferably assisted buffet			
-3 viand			
-desert/fruits			
-softdrinks			
-rice			
-bottled water			
<b>Others:</b>			

<p>Choices of menu with different variety of foods.</p> <p>Strictly no pork for lunch and snacks (HALAL)</p> <p>Must provide water station</p> <p>With free flowing coffee with disposable cups</p> <p>Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation.</p> <p><b>MEALS/SNACKS</b></p> <p><i>(for the secretariat and RP)</i></p> <p><b>Dinner (packed) on</b></p> <p><b>August 12,2019</b></p> <p>-2 viands</p> <p>-rice</p> <p>-bottled water</p> <p>-softdrinks</p> <p>-desert</p> <p>-fruits</p> <p><b>AM snacks and PM Snacks (packed) with</b> juice/softdrinks</p> <p><b>Lunch</b></p> <p>- preferably assisted buffet</p> <p>-3 viand</p> <p>-desert/fruits</p> <p>-softdrinks</p> <p>-rice</p> <p>-bottled water</p> <p><b>Dinner on August 13, 2019</b></p> <p>- preferably assisted buffet</p> <p>-3 viand</p>			
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<p>-desert/fruits</p> <p>-softdrinks</p> <p>-rice</p> <p>-bottled water</p> <p><b>ACCOMMODATION</b></p> <p>-supplier must provide room accommodation for the Secretariat and Resource Person within Marawi City for easily accessible to the venue.</p> <p>e. Rooms for 6 pax (Secretariat and RP)</p> <p>Check in date and time: <b>-August 12, 2019 / 2 pm</b></p> <p>Check out date and time: <b>-August 13, 2019 / 12 nn</b></p> <p><b>Room type:</b></p> <p><b><i>Double or Triple sharing</i></b></p> <p><b>VENUE</b></p> <p>Must provide by the supplier located within Lanao del Sur / Marawi City</p> <p>Complete table for participants and catering set-up</p> <p>Must provide secretariat and registration table</p> <p>Have sufficient power outlets and extension wires for laptops, printer and other equipment</p> <p>Well ventilated, air conditioned and adequate lighting with uninterrupted power supply</p> <p>Conducive for learning</p> <p>Can accommodate the number of participants</p>			
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<p>Has friendly Faculty for the participants/guest</p> <p>Adequate number of comfort room comfortably located adjacent to the venue</p> <p>With wifi connection</p> <p>Free audio system, at least 2 microphone, white board and projector</p> <p>Must be in Send Bill Policy</p>			
<p><b>Basic DRRM Training for Formal Labor and Migrant Workers on August 14,2019</b></p> <p><b>Specific Requirements:</b></p> <p><b>MEALS/SNACKS</b> <i>(for the participants)</i></p> <p><b>Breakfast (packed)</b></p> <ul style="list-style-type: none"> <li>-2 viands</li> <li>-rice</li> <li>-bottled water</li> <li>-softdrinks</li> <li>-desert</li> <li>-fruits</li> </ul> <p><b>AM snacks and PM Snacks (packed) with juice/softdrinks</b></p> <p><b>Lunch</b></p> <ul style="list-style-type: none"> <li>- preferably assisted buffet</li> <li>-3 viand</li> <li>-desert/fruits</li> <li>-softdrinks</li> <li>-rice</li> <li>-bottled water</li> </ul> <p><b>Others:</b></p>			

<p>Choices of menu with different variety of foods.</p> <p>Strictly no pork for lunch and snacks (HALAL)</p> <p>Must provide water station</p> <p>With free flowing coffee with disposable cups</p> <p>Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation.</p> <p><b>MEALS/SNACKS</b></p> <p><i>(for the secretariat and RP)</i></p> <p><b>Breakfast (packed) on August 14,2019</b></p> <ul style="list-style-type: none"> <li>-2 viands</li> <li>-rice</li> <li>-bottled water</li> <li>-softdrinks</li> <li>-desert</li> <li>-fruits</li> </ul> <p><b>AM snacks and PM Snacks (packed) with juice/softdrinks</b></p> <p><b>Lunch</b></p> <ul style="list-style-type: none"> <li>- preferably assisted buffet</li> <li>-3 viand</li> <li>-desert/fruits</li> <li>-softdrinks</li> <li>-rice</li> <li>-bottled water</li> </ul> <p><b>Dinner on August 14, 2019</b></p> <ul style="list-style-type: none"> <li>- preferably assisted buffet</li> <li>-3 viand</li> <li>-desert/fruits</li> </ul>			
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<p>-softdrinks</p> <p>-rice</p> <p>-bottled water</p> <p><b>ACCOMMODATION</b></p> <p>-supplier must provide room accommodation for the Secretariat and Resource Person within Marawi City for easily accessible to the venue.</p> <p>f. Rooms for 6 pax (Secretariat and RP)</p> <p>Check in date and time:  <b>-August 14, 2019 / 2 pm</b></p> <p>Check out date and time:  <b>-August 15, 2019 / 12 nn</b></p> <p><b>Room type:</b></p> <p><b>Double or Triple sharing</b></p> <p><b>VENUE</b></p> <p>Must provide by the supplier located within Lanao del Sur / Marawi City</p> <p>Complete table for participants and catering set-up</p> <p>Must provide secretariat and registration table</p> <p>Have sufficient power outlets and extension wires for laptops, printer and other equipment</p> <p>Well ventilated, air conditioned and adequate lighting with uninterrupted power supply</p> <p>Conducive for learning</p> <p>Can accommodate the number of participants</p> <p>Has friendly Faculty for the participants/guest</p>			
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<p>Adequate number of comfort room comfortably located adjacent to the venue</p> <p>With wifi connection</p> <p>Free audio system, at least 2 microphone, white board and projector</p> <p>Must be in Send Bill Policy</p>			
<p><b>Basic DRRM Training for Informal Sector on August 15, 2019</b></p> <p><b>Specific Requirements:</b></p> <p><b>MEALS/SNACKS</b> <i>(for the participants)</i></p> <p><b>Breakfast (packed)</b></p> <ul style="list-style-type: none"> <li>-2 viands</li> <li>-rice</li> <li>-bottled water</li> <li>-softdrinks</li> <li>-desert</li> <li>-fruits</li> </ul> <p><b>AM snacks and PM Snacks (packed) with juice/softdrinks</b></p> <p><b>Lunch</b></p> <ul style="list-style-type: none"> <li>- preferably assisted buffet</li> <li>-3 viand</li> <li>-desert/fruits</li> <li>-softdrinks</li> <li>-rice</li> <li>-bottled water</li> </ul> <p><b>Others:</b></p>			

<p>Choices of menu with different variety of foods.</p> <p>Strictly no pork for lunch and snacks (HALAL)</p> <p>Must provide water station</p> <p>With free flowing coffee with disposable cups</p> <p>Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation.</p> <p><b>MEALS/SNACKS</b></p> <p><i>(for the secretariat and RP)</i></p> <p><b>Breakfast (packed) on August 15,2019</b></p> <ul style="list-style-type: none"> <li>-2 viands</li> <li>-rice</li> <li>-bottled water</li> <li>-softdrinks</li> <li>-desert</li> <li>-fruits</li> </ul> <p><b>AM snacks and PM Snacks (packed) with juice/softdrinks</b></p> <p><b>Lunch</b></p> <ul style="list-style-type: none"> <li>- preferably assisted buffet</li> <li>-3 viand</li> <li>-desert/fruits</li> <li>-softdrinks</li> <li>-rice</li> <li>-bottled water</li> </ul> <p><b>Dinner on August 15, 2019</b></p> <ul style="list-style-type: none"> <li>- preferably assisted buffet</li> <li>-3 viand</li> <li>-desert/fruits</li> </ul>			
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<p>-softdrinks</p> <p>-rice</p> <p>-bottled water</p> <p><b>ACCOMMODATION</b></p> <p>-supplier must provide room accommodation for the Secretariat and Resource Person within Marawi City for easily accessible to the venue.</p> <p>g. Rooms for 6 pax (Secretariat and RP)</p> <p>Check in date and time: <b>-August 15, 2019 / 2 pm</b></p> <p>Check out date and time: <b>-August 16, 2019 / 12 nn</b></p> <p><b>Room type:</b></p> <p><b><i>Double or Triple sharing</i></b></p> <p><b>VENUE</b></p> <p>Must provide by the supplier located within Lanao del Sur / Marawi City</p> <p>Complete table for participants and catering set-up</p> <p>Must provide secretariat and registration table</p> <p>Have sufficient power outlets and extension wires for laptops, printer and other equipment</p> <p>Well ventilated, air conditioned and adequate lighting with uninterrupted power supply</p> <p>Conducive for learning</p> <p>Can accommodate the number of participants</p>			
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<p>Has friendly Faculty for the participants/guest</p> <p>Adequate number of comfort room comfortably located adjacent to the venue</p> <p>With wifi connection</p> <p>Free audio system, at least 2 microphone, white board and projector</p> <p>Must be in Send Bill Policy</p>			
<p><b>Basic DRRM for Urban Poor Sector. Proposed date on September 18, 2019 to be held within Lanao Del Sur.</b></p> <p><b>Specific Requirements:</b></p> <p><b>MEALS/SNACKS</b> <i>(for the participants)</i></p> <p><b>Breakfast (packed)</b></p> <ul style="list-style-type: none"> <li>-2 viands</li> <li>-rice</li> <li>-bottled water</li> <li>-softdrinks</li> <li>-desert</li> <li>-fruits</li> </ul> <p><b>AM snacks and PM Snacks (packed) with juice/softdrinks</b></p> <p><b>Lunch</b></p> <ul style="list-style-type: none"> <li>- preferably assisted buffet</li> <li>-3 viand</li> <li>-desert/fruits</li> <li>-softdrinks</li> <li>-rice</li> <li>-bottled water</li> </ul> <p><b>Others:</b></p>			



<p>Choices of menu with different variety of foods.</p> <p>Strictly no pork for lunch and snacks (HALAL)</p> <p>Must provide water station</p> <p>With free flowing coffee with disposable cups</p> <p>Shall assure reasonable serving per dish, good quality of food and maintain a high standard of sanitation.</p> <p><b>MEALS/SNACKS</b></p> <p><i>(for the secretariat and RP)</i></p> <p><b>Dinner (packed) on September 17,2019</b></p> <ul style="list-style-type: none"> <li>-3 viand</li> <li>-desert/fruits</li> <li>-softdrinks</li> <li>-rice</li> <li>-bottled water</li> </ul> <p><b>AM snacks and PM Snacks (packed)</b> with juice/softdrinks</p> <p><b>Lunch</b></p> <ul style="list-style-type: none"> <li>- preferably assisted buffet</li> <li>-3 viand</li> <li>-desert/fruits</li> <li>-softdrinks</li> <li>-rice</li> <li>-bottled water</li> </ul> <p><b>Dinner on Sept 18, 2019</b></p> <ul style="list-style-type: none"> <li>- preferably assisted buffet</li> <li>-3 viand</li> <li>-desert/fruits</li> <li>-softdrinks</li> </ul>			
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<p>-rice</p> <p>-bottled water</p> <p><b>ACCOMMODATION</b></p> <p>-supplier must provide room accommodation for the Secretariat and Resource Person within Marawi City for easily accessible to the venue.</p> <p>h. Rooms for 6 pax (Secretariat and RP)</p> <p>Check in date and time:  <b>-Sept 17, 2019 / 2 pm</b></p> <p>Check out date and time:  <b>-August 18, 2019 / 12 nn</b></p> <p><b>Room type:</b></p> <p><b>Double or Triple sharing</b></p> <p><b>VENUE</b></p> <p>Must provide by the supplier located within Lanao del Sur / Marawi City</p> <p>Complete table for participants and catering set-up</p> <p>Must provide secretariat and registration table</p> <p>Have sufficient power outlets and extension wires for laptops, printer and other equipment</p> <p>Well ventilated, air conditioned and adequate lighting with uninterrupted power supply</p> <p>Conducive for learning</p> <p>Can accommodate the number of participants</p> <p>Has friendly Faculty for the participants/guest</p>			
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Adequate number of comfort room comfortably located adjacent to the venue  With wifi connection  Free audio system, at least 2 microphone, white board and projector  Must be in Send Bill Policy			
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TOTAL OFFERED QUOTATION ..... Php \_\_\_\_\_  
AMOUNT IN WORDS: \_\_\_\_\_

Note: The above quoted prices are VAT Inclusive

- 1.We undertake, if our quotation or bid is accepted, to deliver the above goods from receipt of Work Order (WO)/Purchase Order (PO).
- 2.We agree to abide by the quotation/bid for a period of sixty (60) days after the dated deadline of submission specified in your RFQ.
- 3.We understand that payment for items will be made to the winning supplier after the inspection and acceptance of good(s) delivered.
- 4.The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

Office Tel. No. & Mobile No. : \_\_\_\_\_

Email Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE** : \_\_\_\_\_

Signature : \_\_\_\_\_

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