



Republic of the Philippines
DEPARTMENT OF JUSTICE
OFFICE OF THE REGIONAL PROSECUTOR REGION 7
 4th Floor, DOJ Cebu Building, M. Velez St.,
 Brgy. Guadalupe, Cebu City
 email: orp07@doj.gov.ph
REQUEST FOR QUOTATION

Company: _____
 Address: _____

 Tel.No.: _____
 TIN NO.: _____

Quotation No.: RFQ-2023-07-019	
Date:	July 24, 2023
P.R. No.:	2023-07-029
Date:	July 20, 2023
Remarks:	

Gentlemen;

Please quote your lowest government price for each of the following item(s) specified below.

Item No.	ABC	Unit	Article Description	QTY	Unit Price	Total Price
1	780,000.00	LOT	LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE CONDUCT OF TRAINING FOR PNP LAW ENFORCERS on CASE BUILD-UP by DOJ PROSECUTORS ON AUGUST 16-18, 2023 and AUGUST 23-25, 2023 AT BOHOL	1		
			Lease of Venue for the conduct of Training for PNP Law Enforcers on Case Build-Up by DOJ Prosecutors including meals and accommodation on August 16-18, 2023 and August 23-25, 2023 at Bohol.			
			Scope of Service:			
			The service provider should be able to provide for the food, venue, accommodation, and other basic amenities during the training session with the following specifications:			
			General Requirements:			
			1. Event dates: August 16-18, 2023 and August 23-25, 2023			
			2. Waived electricity charges for laptop and projector brought by DOJ personnel			
			Specific Requirements per event date:			
			1. Venue: -with large conference room to fit all 50 participants during the plenary session			
			-at least 2 conference/ meeting rooms for two (2) classrooms at 25 participants each classroom			
			-Classrooms should be big enough to have four (4) breakout rooms/ groups per classroom at each corner (or if additional smaller rooms for breakout rooms can be provided)			
			2. Meals: The service provider shall provide the following meal requirements for 50 pax good for three (3) days and two (2) nights:			
			- The catering services shall be guided or managed buffet;			
			- inclusion of the following:			
			2nd to 3rd day Breakfast			
			1st to 3rd day AM Snacks			
			1st to 3rd day PM Snacks			
			1st to 3rd day Buffet Lunch			
			1st to 3rd day Buffet Lunch			
			1st to 2nd night Buffet Dinner			
			1st day Breakfast for secretariat 10 pax			
			- Free clean drinking water during the activity and free flowing coffee.			
			- No corkage fee for additional food brought by DOJ.			
			- Menus are subject to the approval of the DOJ ORP 7			
			3. Accommodation:			
			- good for three (3) days and two (2) nights			
			- 50 participants at twin sharing room accommodation			
			*NOTE: To be awarded BY LOT			
Deadline of Submission: 3 days upon receipt thereof					Total:	

Important:

- Prices and specifications for the bid should be valid for 45 days;
- DELIVERY PERIOD: **DAY OF THE EVENT**, upon receipt of Purchase Order.
- Term of Payment: **SEND BILL ARRANGEMENT**, unless specified;

- 4. Total price quoted above is subject to withholding tax;
- 5. Quotations must be submitted to the BAC or its Secretariat on or before 3 days from posting;
- 6. For more questions/inquiries please e-mail: orp07@doj.gov.ph

BY THE AUTHORITY OF
BIDS AND AWARDS COMMITTEE:



ALAIN A. GALLEGO
BAC CHAIRPERSON



Supplier's Representative (Print Name)

Signature / Date

NOTED BY:



JESSA MAE S. TUBILAN-LAPINID
Agency Property / Supply Officer



Canvassed by: AMEDIO B. FUENTES

Date: _____