



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-01-151-2022-10-0392-1118-0192
Purchase Request No.:	02-151-2022-10-0392

REQUEST FOR QUOTATION

Title of Procurement/End-user	: Provision of Meals/Food for the Training
Mode of Procurement	: Services Small Value Procurement
Bidding Terms	: Per Item
Delivery Terms/Schedule	: As per event Schedule
Delivery Location	: As per Event Schedule
Payment Terms	: 100% of Contract Price shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user’s certificate acceptance.

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **25 November 2022 5:00 PM** . LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
Item No.		Quantity	Unit Price (Php)	Total ABC (Php)
1.	AM & PM Snacks and Buffet Lunch Date : November 29, 2022 Location : Barobo, Surigao del Sur Time : 8:00 A.M. – 5:00 P.M. Use of function room that can accommodate a minimum of 60 pax. <u>Function room set requirements</u> 1. Air-conditioned function room 2. Classroom seating arrangement 3. Provide center table for the resource speakers 4. No additional electricity charge for the use of laptop/s 5. Snacks and buffet lunch set-up inside the function room 6. Rostrum 7. Free Wi-Fi access 8. Disinfection of the venue prior to the date of activity <u>Audio visual requirements</u> 1. Free use of LCD Projector Table (1 set) 2. Free use of one (1) Projector 3. Free use of one (1) flip board 4. Audio/video systems	60 pax	-	36,000.00

	<p>5. Microphone with stands (at least 2)</p> <p><u>Registration set requirements during each activity</u></p> <p>1. Registration table with chairs at the entrance of the function room</p> <p>2. With alcohol dispenser at the entrance hall</p> <p>Food/M meal & Beverages</p> <p>1. Snacks & Lunch inclusive of soft drinks/juice</p> <p>2. Flowing coffee/tea for the participants while the event is on-going</p> <p>3. Service/Drinking water shall be provided for the participants</p> <p><u>Parking arrangements / requirements</u></p> <p>1. Availability of secured parking area</p>			
2.	<p>AM & PM Snacks and Buffet Lunch</p> <p>Date : December 1, 2022</p> <p>Location : Butuan City</p> <p>Time : 8:00 A.M. – 5:00 P.M..</p> <p>Use of function room that can accommodate a minimum of 60 pax.</p> <p><u>Function room set requirements</u></p> <p>1. Air-conditioned function room</p> <p>2. Classroom seating arrangement</p> <p>3. Provide center table for the resource speakers</p> <p>4. No additional electricity charge for the use of laptop/s</p> <p>5. Snacks and buffet lunch set-up inside the function room</p> <p>6. Rostrum</p> <p>7. Free Wi-Fi access</p> <p>8. Disinfection of the venue prior to the date of activity</p> <p><u>Audio visual requirements</u></p> <p>1. Free use of LCD Projector Table (1 set)</p> <p>2. Free use of one (1) Projector</p> <p>3. Free use of one (1) flip board</p> <p>4. Audio/video systems</p> <p>5. Microphone with stands (at least 2)</p> <p><u>Registration set requirements during each activity</u></p> <p>1. Registration table with chairs at the entrance of the function room</p> <p>2. With alcohol dispenser at the entrance hall</p> <p>Food/M meal & Beverages</p>	60 Pax	-	36,000.00

	<p>4. Snacks & Lunch inclusive of soft drinks/juice</p> <p>5. Flowing coffee/tea for the participants while the event is on-going</p> <p>6. Service/Drinking water shall be provided for the participants</p> <p><u>Parking arrangements / requirements</u></p> <p>Availability of secured parking area</p>			
3.	<p>AM & PM Snacks and Buffet Lunch</p> <p>Date : December 6, 2022</p> <p>Location : Surigao City</p> <p>Time : 8:00 A.M. – 5:00 P.M.</p> <p>Use of function room that can accommodate a minimum of 60 pax.</p> <p><u>Function room set requirements</u></p> <p>1. Air-conditioned function room</p> <p>2. Classroom seating arrangement</p> <p>3. Provide center table for the resource speakers</p> <p>4. No additional electricity charge for the use of laptop/s</p> <p>5. Snacks and buffet lunch set-up inside the function room</p> <p>6. Rostrum</p> <p>7. Free Wi-Fi access</p> <p>8. Disinfection of the venue prior to the date of activity</p> <p><u>Audio visual requirements</u></p> <p>1. Free use of LCD Projector Table (1 set)</p> <p>2. Free use of one (1) Projector</p> <p>3. Free use of one (1) flip board</p> <p>4. Audio/video systems</p> <p>5. Microphone with stands (at least 2)</p> <p><u>Registration set requirements during each activity</u></p> <p>1. Registration table with chairs at the entrance of the function room</p> <p>2. With alcohol dispenser at the entrance hall</p> <p>Food/M meal & Beverages</p> <p>1. Snacks & Lunch inclusive of soft drinks/juice</p> <p>2. Flowing coffee/tea for the participants while the event is on-going</p> <p>3. Service/Drinking water shall be provided for the participants</p> <p><u>Parking arrangements / requirements</u></p> <p>Availability of secured parking area</p>	60 Pax		36,000.00
General Conditions:				

1. The following documents shall be attached/included in the submission of proposal/quotation:
 - a) Mayor's / Business Permit
 - b) PhilGEPS Registration Number/Certificate
 - c) Omnibus sworn Statement
2. The Supplier shall clearly state the company name and account name for payment.
3. The price quoted is inclusive of all taxes and other charges.
4. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184 otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.