



TERMS OF REFERENCE

PURPOSE	Venue and Accommodation for the 5-year (2023-2027) Strategic Business Planning and Budgeting on July 22-23, 2022.	
PARTICULARS	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.: _____	Date: July 5, 2022
ITEM 1	ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
SPECIFICATIONS:	1 lot ACCOMMODATION AND VENUE	
1 1 Single Room Occupancy, Deluxe 2 1 Double Room Occupancy, Deluxe 3 9 Triple Room Occupancy, Deluxe 4 Inclusive of Free Buffet Breakfast 5 2 Days, 1 Night	SPECIFICATIONS: 1 Use of the function room for the whole duration 2 Function Hall can accommodate maximum of 30 participants 3 Free use of sound system and microphones 4 Rostrum with microphone 5 Free use of Projector 6 Backdrop for projector 7 Assistance of In-House Graphics Artist to set-up backdrop and other décor 8 Stand by Technician & Waiter 9 Clean Comfort Rooms 11 AM Snacks Plated, Lunch Buffet, PM Snacks Plated, Dinner Buffet good for 30 pax 12 With paper and pencils 13 U Shape arrangement of tables and chairs	
Note: For more than 6 items attach separate TOR Form. For More specifications attach necessary supporting document/s.		
SOURCE OF FUND	APP/PPMP Item No.:	783
MODES AND TERMS OF PAYMENT	On the day of Activity	
<input type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation	REQUIRED SERVICES	
Others specify: Free use of amenities during stay.		
REQUIRED CERTIFICATIONS/ PERMITS	Business Permit	
QUALIFICATIONS	PhilGEPS Registration PhilGEPS Registered	
AREA OF DELIVERY	Complete and updated business documents	
DATE OF DELIVERY	As awarded to winning bidder	
TIME OF DELIVERY	July 22-23, 2022 as requested by requesting party	
WARRANTY PERIOD	N/A	
RETENTION	Amount:	N/A
TAX INCLUSIVE	Duration:	N/A
YES		
OTHER CONDITIONS AND CONSTRAINTS		
N/A		
Prepared by:	Reviewed by:	
JOAN C. NODALO Supervising Internal Control Officer		
Noted by:	Approved/Disapproved by: _____ Department Manager A	
N/A Approved/Disapproved by: _____ Department Manager A		



REQUEST FOR QUOTATION

PR No. : 0722-003 _____
 JO No. : _____
 Name of Company: _____
 Address: _____
 Business Permit No: _____
 TIN No.: _____

DATE : _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this Request for Quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____, 2022.

After having carefully read and accepted the Terms and Conditions below, I/we submit our quotation/s for the item/s as follows: _____
 Procurement Assistant A

ITEM #	ITEM DESCRIPTION	Approved Budget of the Contract	OFFER						REMARKS	
			PRICE			Compliance with technical specifications				
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO		
1	HOTEL ACCOMODATION AND VENUE ((SEE ATTACHED TERMS OF REFERENCE))	0.00	1.00	LOT	_____	_____	_____	_____	_____	_____

GRAND TOTAL: _____
 Signature Over Printed Name: _____
 Contact Number (Landline/Cellphone)/Email Address _____

Please submit the following requirements:

- Mayor's Permit
- Professional License/Curriculum (Consulting Services)
- Philgeps Registration Number
- PCAB License (Infra)
- Income Business Tax Return
- Omnibus Sworn Statements

OTHER TERMS AND CONDITIONS:

1. The mode of payment is within Six (6) months Three (3)months Two (2)months One (1) month.
2. Bidders shall provide correct and accurate information required in this form.
3. Bidders may quote for any at all times except for one (1) lot requisition.
4. Price quotation/s must have:
 - validity - Thirty (30) Calendar days
 - inclusion of tax
 - Quotations exceeding the Approved Budget for the Contract shall be rejected.
 - Award of contract shall be made to the lowest quotation (for goods and services)
 - Erasures or overwriting is not allowed unless signed by duly authorized representative/s.
5. The item/s shall be delivered within _____ () days / months from receipt of Notice to Proceed (NTP) with Purchase Order & Notice of Award (NOA) and Job Order Contract & Notice of Award (NOA).
6. The awardee shall notify two (2) days before its delivery of goods and services.
7. The MKWD shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MKWD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.