



## REQUEST FOR QUOTATION (RFQ No. 2024-06)

### LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE IN-SERVICE TRAINING AND TEAM BUILDING OF CAS DEPARTMENT OF MinSU

1. The **Mindoro State University** through the bids and Awards Committee (BAC) will undertake the lease of venue with meals and accommodation for the conduct of In-Service Training and Team Building of CAS Department of MinSU in accordance with Section 53.9 (Small Value Procurement of the IRR of RA 9184).
2. The MinSU hereinafter referred to as the "Procuring Entity" now request you to submit price quotation for the procurement of lease of venue with meals and accommodation for the conduct of In-Service Training and Team Building of CAS Department of MinSU, as specified in the Terms of Reference (TOR) provided in the Annex "A" as attached.
3. All items listed in the specifications as stated in the TOR must be complied on a pass/fail basis. Failure to meet any one of the requirements may result to rejection.
4. The **Approved Budget for the Contract (ABC)** is **Two Hundred Thirteen Thousand Eight Hundred Fifteen Pesos and 50/100 (Php213,815.50)** in Philippine Currency. Quotation submitted higher than the ABC shall be automatically rejected.
5. The award shall be given to the lowest/single calculated bidder meeting the Procuring Entity's technical specification, as determined by the BAC.
6. Quotations must be delivered at the address below not later than January 15,2024 (until 5:00PM)

#### **The BAC Chairperson**

MinSU Bids and Awards Committee  
2<sup>nd</sup> Floor, Administration Building  
Alcate, Victoria, Oriental Mindoro

7. Your prices must be quoted in the Philippine Peso and must include the unit price and total price, inclusive of VAT and all taxes and duties to be paid and other incidental cost to the delivery site/s if the contract is awarded.
8. The MinSU reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/s. The MinSU reserves the right to waive minor deviations/ defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionality of the equipment and the capability of the supplier to perform the contract
9. The prospective bidder shall submit the following
  - a. Quotation Form
  - b. Mayor's/ Business Permit



# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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- c. Proof of PhilGEPS Registration
- d. Latest Income/ Business Tax Return
- e. BIR Certificate of Registration (BIR form 2303)
- f. Duly signed and notarized Omnibus Sworn Statement

**NEMESIO H. DAVALOS, Ph.D.**

**BAC Chairperson**

MinSU Bids and Awards Committee



## ANNEX "A"

Republic of the Philippines

**MINDORO STATE UNIVERSITY**

### TERMS OF REFERENCE

#### LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE IN-SERVICE TRAINING AND TEAM BUILDING OF CAS DEPARTMENT OF MinSU

#### LEASE OF VENUE WITH MEALS AND ACCOMODATION FOR THE IN-SERVICE TRAINING AND TEAM BUILDING ACTIVITIES

##### I. RATIONALE

The college of Arts and Sciences is the largest College of the University owing to the nature of the programs it handles. Aside from being the base of science and liberal arts programs, the General Education program under CAS serves all students of the University across all campuses. The logistics of integrating and unifying syllabi of the GE courses is imperative when the trademark of the university students is considered.

Considering the Program offerings of the College, regular review of its curriculum should be done to update its compliance with existing standards and relevance to current situations.

##### II. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

The service provider for the venue shall be able to provide the conference/function room, accommodation, meals, and team-building grounds for the facilitator's activities, with the following specifications:

###### A. General Requirements

- 1) Price Package Quotation for three (3) days and two (2) nights
- 2) INSET date: Wednesday, Thursday and Friday January 24-26, 2024
- 3) Location is within Oriental Mindoro
- 4) Number of Participants: 70 pax
- 5) Designated parking space for vehicles;
- 6) Quoted price shall be inclusive of all applicable government taxes and service changes.

###### B. Special Requirements

###### 1) Venue of Activities

The service provider shall provide the venues for various activities for the entire duration of the event. In case of bad weather conditions that conducting outdoor activities become useless, outdoor activities shall be conducted in a covered area. Below are the minimum requirements.

###### 1.1 Outdoor



- i. Holding area for participants upon arrival;
- ii. Outdoor area for the opening ceremony and team building activities;
- iii. Spacious outdoor area;
- iv. Spacious lawn and shaded area (covered with grass)
- v. Water stations at team building areas; and
- vi. Nearby comfort rooms within the outdoor activity area
- vii. Table and chairs for the secretariat;
- viii. Audio and visual equipment with 2 microphones; and
- ix. Adequate to strong wi-fi internet connection.

## 1.2 Accommodation

The Service Provider shall provide three (3) days and two (2) nights' accommodation with the following minimum requirements:

- i. Indicates prices for guaranteed clean air-conditioned rooms for twin-sharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 70 guests in total;
- ii. Clean toilet and bath in each room;
- iii. Furnished with television, closet, clean toilet and bathroom, beddings, towels, and basic toiletries; and

## 1.3 Food and Meals

The Service Provider shall meet the following meal requirements for 70 pax:

- i. Free-flowing coffee and purified drinking water during indoor activities and water/water stations in strategic locations during outdoor activities;

### **Day 1-3 For PE Faculty and Guest Speakers**

AM Snacks  
Canton Guisado  
Japanese Siomai  
Lunch  
Pork kansi  
Fried Tilapia  
Sauted sayote  
Fruit Platter  
Rice, drinks  
PM Snack  
Empanada, Banana chips  
Drinks  
Dinner

### **Day 2-3 For CAS Faculty and staff**

Breakfast  
Longanisa, Fried Egg  
Sinaing na Isda, Plain soup, Rice  
Ensaladang talbos ng kamote  
Pansit palabok, Coke mismo  
Lunch  
Meat balls with oriental sauce, vegetable tempura, mussel, ginger  
Dessert, Rice, Drinks  
PM Snack  
Cheese Burger, Cucumber Juice  
Dinner



## **Day 3-3 CAS Faculty and staff**

Breakfast

Daing na angus, Scrambled egg

Asian Cucumber Salad

Rice, Fruits

AM Snacks

Assorted kakanin, Mismo

Lunch

Chicken BBQ, Beans w/ salted egg

Sweet and sour fish

Rice, drinks

PM Snack

Carbonara, Garlic bread, Drinks

- ii. Designated banquet area/ hall for MinSU participants during meal time

## **1.4 Emergency Power/Back-up Power Generator**

The venue must have a standby/back-up electrical system in case of power outage during the training

## **A. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **Two Hundred Thirteen Thousand Eight Hundred Fifteen Pesos and 50/100 (Php213,815.50)** inclusive of all government taxes and charges.

## **B. MODE OF PROCUREMENT**

Proposals shall be in accordance with the Scope of Work and Technical Specifications (making use of the following criteria: a. availability and quality of venue; b. location and site condition; c. neighborhood data; d. quality of food and facilities and; e. cost) as prescribed under Annex "H", Appendix B, Item C of the Revised IRR of R.A. 9184 (Table of Rating Factors for Lease of Venue). Only service providers with the weighted average of Eighty-five percent (85%) shall be invited to bid.

## **C. DOCUMENTARY REQUIREMENTS**

As prescribed under Annex "H", Appendix "A"- Documentary requirement for Alternative Method of Procurement, the WINNING service provider shall submit the following conditions:

- 1) Mayor's/ Business Permit
- 2) Proof of PhilGEPS Registration
- 3) Latest Income/ Business Tax Return
- 4) BIR Certificate of Registration (BIR form 2303)
- 5) Duly signed and notarized Omnibus Sworn Statement



## **D. PAYMENT SCHEME**

The payment for the services rendered by the Service Provider shall be made upon its issuance of the Billing Statement and corresponding Certificate of the Satisfactory Service by the end-user.

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/ liquidated damages in the amount equivalent to Ten (10%) percent of the Contract Price by the winning service provider.

MinSU reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.



**FINANCIAL OFFER:**

Please Quote your best offer for the items. (see Terms and Conditions)

<b>LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR THE IN-SERVICE TRAINING AND TEAM BUILDING OF CAS DEPARTMENT OF MinSU</b>		<b>APPROVED BUDGET FOR THE CONTRACT (ABC):</b> Two Hundred Thirteen Thousand Eight Hundred Fifteen Pesos and 50/100 (Php213,815.50)		
<b>Offered Quotation:</b>				
<b>Lease Of Venue With Meals</b>	<b>A Rate</b>	<b>B Max. Number Of Pax</b>	<b>C Max. Number Of Meals</b>	<b>D Amount Offer (A*B*C)</b>
Function Room (Venue Hall):  _____ of (name of Function room)				
<b>DAY 1:</b>				
AM Snacks				
Lunch				
PM Snacks				
Dinner				
<b>DAY 2:</b>				
Breakfast				
AM Snacks				
Lunch				
PM Snacks				
Dinner				
<b>DAY 3:</b>				
Breakfast				
AM Snacks				
Lunch				
PM Snacks				
<b>Room Accommodation</b>	<b>A</b> Please fill in your offered Rate per Room (Php)	<b>B Max. Number Of Rooms</b>	<b>C Duration</b>	<b>D Amount Offer (A*B*C)</b>
<b>Total Offered Quotation:</b>				

\_\_\_\_\_  
 Supplier's Signature over Printed Name

\_\_\_\_\_  
 TIN No. of Establishment

\_\_\_\_\_  
 Contact Number

\_\_\_\_\_  
 Date