



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Blvd. corner P. Ocampo St., 1004 Manila



REQUEST FOR QUOTATION

RFQ No.: **2025-07-0080**

Date : July 01, 2025

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.


ALVIN P. DIAZ
Director IV
Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	lot	Rental of Venue with Meals and Room Accommodation with Breakfast for the Negotiations on the Philippines-Singapore Double Taxation Agreement on September 1-5, 2025 (see attached terms of reference)	₱938,600.00	₱938,600.00
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number <i>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i> 3. Latest Income/Business Tax Return Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: 4. Duly notarized Omnibus Sworn Statement		
TOTAL AMOUNT				₱938,600.00

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within ____ calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :



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DEPARTMENT OF FINANCE
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QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	lot	Rental of Venue with Meals and Room Accommodation with Breakfast for the Negotiations on the Philippines-Singapore Double Taxation Agreement on September 1-5, 2025 (see attached terms of reference)		
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TOTAL AMOUNT				

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within ____ calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :

GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prices quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

TERMS OF REFERENCE

Rental of Venue with Meals and Room Accommodation with Breakfast for the Negotiations on the Philippines-Singapore Double Taxation Agreement on September 1-5, 2025

Request for Quotation (RFQ) No. 2025-07-0080 dated July 01, 2025

I. PROJECT SCOPE

The winning bidder must supply and deliver:

Description	Qty	Total Amount
Rental of Venue with Room Accommodation and Meals for the Negotiations on the Philippines-Singapore Double Taxation Agreement on September 1-5, 2025	1 Lot	₱938,600.00 (VAT Inclusive)

II. GENERAL REQUIREMENTS

The service provider shall provide function rooms, hotel accommodation and meals with the following requirements:

- Inclusive dates: **September 1-5, 2025**
- The winning bidder agrees to the set-up of function room as required by the DOF
- Location: Hotel must be situated within **Ortigas, Pasig, Metro Manila**
- Guaranteed no. of DOF Officials/representatives, guests and event secretariat:
 - **Twenty-one (21) pax** - September 1 to 5, 2025 (*with accommodation*);
 - **Thirty (30) pax** - September 2 to 4, 2025 (*Meeting Room*); and
 - **Fifty (50) pax** - September 2, 2025 (*Welcome Dinner*)
- Must have free high-speed internet connection
- Complimentary parking slots
- Complimentary coffee, tea and water
- The winning bidder agrees not to require a deposit or credit card upon check-in of the DOF Officials and representatives, guests and event Secretariat
- The procuring entity will not pay for any miscellaneous room cost incurred during the hotel stay of any of the DOF Officials and representatives, guests and event Secretariat. Should miscellaneous expenses be incurred, it will be charged to the individual or those people who are registered occupants of the said room as per the record of the hotel during check-in

A. FUNCTION ROOMS

1. Meeting Room with Meal Area	<ul style="list-style-type: none">• One (1) function room to accommodate thirty (30) pax• Shall provide conferencing or audio/visual equipment appropriate for the program• Able to accommodate a rectangular table set-up for up to twelve (12) negotiators and eighteen (18) additional seats with desks in the surrounding area of the room• Separate registration area with table & two (2) chairs• Should not have adjoining function rooms rented out to other events to ensure the safety of the guests and minimize risk
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	<ul style="list-style-type: none"> • The winning bidder shall provide pencils/pen and paper for the use of the function room. • Function room rental fee is on a consumable basis • Free flowing coffee, tea, juice, and iced tea during the event proper; • Lights and sound system with at least 4 microphones; • LED wall/projector & screen; • Whiteboard with markers; • Tabletop should have alcohol; • Secretariat Table; and • High speed internet access • With available breakout area with no additional cost for at least ten (10) pax <i>(available from 9:00AM to 5:00PM)</i>
3. Venue for Welcome Dinner and Socio-Cultural Event	<ul style="list-style-type: none"> • Shall accommodate fifty (50) pax with roundtable seating • Should be available from 6:00 PM to 11:00 PM • Buffet dinner & open bar for 2 hours for the cocktails • Separate registration area with table & two (2) chairs • Can provide an additional conferencing system to accommodate lights/sound requirements

Day 1 - September 2, 2025

Date	Meals	No. of Pax	Amount
Meeting Room with Breakout Area 09:00AM-05:00PM	Full day conference package with Meals and Beverages (AM snacks, Lunch & PM snacks)	Thirty (30) pax at ₱3,500.00/pax	₱105,000.00
Welcome Dinner & Socio-Cultural Event 06:00PM-11:00PM	Buffet dinner and two-hour open bar for the cocktails	Fifty (50) pax at ₱5,272.00/pax	₱263,600.00
Total Amount for Day 1 <i>(inclusive of taxes and other fees)</i>			₱369,200.00

Day 2 - September 3, 2025

Date	Meals	No. of Pax	Amount
Meeting Room with Breakout Area 09:00AM-05:00PM	Full day conference package with Meals and Beverages (AM snacks, Lunch & PM snacks)	Thirty (30) pax at ₱3,500.00/pax	₱105,000.00
Total Amount for Day 2 <i>(inclusive of taxes and other fees)</i>			₱105,000.00

Day 3 - September 4, 2025

Date	Meals	No. of Pax	Amount
Meeting Room with Breakout Area 09:00AM-05:00PM	Full day conference package with Meals and Beverages (AM snacks, Lunch & PM snacks)	Thirty (30) pax at ₱3,500.00/pax	₱105,000.00
Total Amount for Day 3 <i>(inclusive of taxes and other fees)</i>			₱105,000.00

B. ROOM ACCOMMODATION

The winning bidder should allocate the following accommodations:

Inclusive Dates	Room Type	Room Rates	Total Amount
September 1-5, 2025 Four (4) nights	Single Occupancy <i>with buffet breakfast</i>	Three (3) Rooms at ₱7,500.00/night	₱90,000.00
	Double Occupancy <i>with buffet breakfast</i>	Nine (9) Rooms at ₱7,500.00 /night	₱270,000.00
Total Amount for Room Accommodation <i>(Inclusive of taxes & fees)</i>			₱360,000.00

C. MEAL REQUIREMENTS

- Breakfast for four (4) days from Sept. 2 to 5, 2025 for twenty-one (21) pax
- The winning bidder shall provide an in-house catering service to provide AM&PM snacks and lunch for thirty (30) pax from Sept. 2 to 4, 2025
- The winning bidder shall provide buffet dinner with two (2) hours open bar for cocktails on Sept. 2, 2025 (Welcome Dinner & Socio-Cultural Event)
- The winning bidder shall be responsible for all liabilities and/or accidents that may be caused by the food and its preparation

D. DELIVERABLES

- Provide a list of confirmed room reservations with participant names and check-in and check-out dates
- Ensure a smooth check-in process for all participants
- Address any issues related to accommodations promptly and efficiently during the stay
- Provide an invoice detailing the total cost including breakdown of charges
- Access to Venue Facilities
- Meals: Breakfast, AM&PM Snack, Lunch and Buffet Dinner with cocktails
- Food safety and hygiene standards
- On-site technician during specified hours
- Welcome signage

Being the duly authorized representative of my/our company, I/we declare that I/we understand the conditions stated above and that I/we agree to undergo an assessment to be conducted by the representative of the DOF based on the attached "Table of Rating Factors for Lease of Venue".

Signature over Printed Name of the Representative

Company Name : _____
Date Signed : _____
Email/Contact Nos : _____

TERMS OF REFERENCE

Rental of Venue with Meals and Room Accommodation with Breakfast for the Negotiations on the Philippines-Singapore Double Taxation Agreement on September 1-5, 2025

Request for Quotation (RFQ) No. 2025-07-0080 dated July 01, 2025

I. PROJECT SCOPE

The winning bidder must supply and deliver:

Description	Qty	Total Amount
Rental of Venue with Room Accommodation and Meals for the Negotiations on the Philippines-Singapore Double Taxation Agreement on September 1-5, 2025	1 Lot	₱ _____ (VAT Inclusive)

II. GENERAL REQUIREMENTS

The service provider shall provide function rooms, hotel accommodation and meals with the following requirements:

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- The winning bidder agrees to the set-up of function room as required by the DOF
- Location: Hotel must be situated within **Ortigas, Pasig, Metro Manila**
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 - **Thirty (30) pax** - September 2 to 4, 2025 (*Meeting Room*); and
 - **Fifty (50) pax** - September 2, 2025 (*Welcome Dinner*)
- Must have free high-speed internet connection
- Complimentary parking slots
- Complimentary coffee, tea and water
- The winning bidder agrees not to require a deposit or credit card upon check-in of the DOF Officials and representatives, guests and event Secretariat
- The procuring entity will not pay for any miscellaneous room cost incurred during the hotel stay of any of the DOF Officials and representatives, guests and event Secretariat. Should miscellaneous expenses be incurred, it will be charged to the individual or those people who are registered occupants of the said room as per the record of the hotel during check-in

A. FUNCTION ROOMS

1. Meeting Room with Meal Area	<ul style="list-style-type: none">• One (1) function room to accommodate thirty (30) pax• Shall provide conferencing or audio/visual equipment appropriate for the program• Able to accommodate a rectangular table set-up for up to twelve (12) negotiators and eighteen (18) additional seats with desks in the surrounding area of the room• Separate registration area with table & two (2) chairs• Should not have adjoining function rooms rented out to other events to ensure the safety of the guests and minimize risk
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	<ul style="list-style-type: none"> • The winning bidder shall provide pencils/pen and paper for the use of the function room. • Function room rental fee is on a consumable basis • Free flowing coffee, tea, juice, and iced tea during the event proper; • Lights and sound system with at least 4 microphones; • LED wall/projector & screen; • Whiteboard with markers; • Tabletop should have alcohol; • Secretariat Table; and • High speed internet access • With available breakout area with no additional cost for at least ten (10) pax <i>(available from 9:00AM to 5:00PM)</i>
3. Venue for Welcome Dinner and Socio-Cultural Event	<ul style="list-style-type: none"> • Shall accommodate fifty (50) pax with roundtable seating • Should be available from 6:00 PM to 11:00 PM • Buffet dinner & open bar for 2 hours for the cocktails • Separate registration area with table & two (2) chairs • Can provide an additional conferencing system to accommodate lights/sound requirements

Day 1 - September 2, 2025

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Total Amount for Day 1 <i>(inclusive of taxes and other fees)</i>			

Day 2 - September 3, 2025

Date	Meals	No. of Pax	Amount
Meeting Room with Breakout Area 09:00AM-05:00PM	Full day conference package with Meals and Beverages (AM snacks, Lunch & PM snacks)	Thirty (30) pax at ₱3,500.00/pax	
Total Amount for Day 2 <i>(inclusive of taxes and other fees)</i>			

Day 3 - September 4, 2025

Date	Meals	No. of Pax	Amount
Meeting Room with Breakout Area 09:00AM-05:00PM	Full day conference package with Meals and Beverages (AM snacks, Lunch & PM snacks)	Thirty (30) pax at ₱3,500.00/pax	
Total Amount for Day 3 <i>(inclusive of taxes and other fees)</i>			

B. ROOM ACCOMMODATION

The winning bidder should allocate the following accommodations:

Inclusive Dates	Room Type	Room Rates	Total Amount
September 1-5, 2025 Four (4) nights	Single Occupancy <i>with buffet breakfast</i>	Three (3) Rooms at ₱7,500.00/night	
	Double Occupancy <i>with buffet breakfast</i>	Nine (9) Rooms at ₱7,500.00 /night	
Total Amount for Room Accommodation <i>(Inclusive of taxes & fees)</i>			

C. MEAL REQUIREMENTS

- Breakfast for four (4) days from Sept. 2 to 5, 2025 for twenty-one (21) pax
- The winning bidder shall provide an in-house catering service to provide AM&PM snacks and lunch for thirty (30) pax from Sept. 2 to 4, 2025
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D. DELIVERABLES

- Provide a list of confirmed room reservations with participant names and check-in and check-out dates
- Ensure a smooth check-in process for all participants
- Address any issues related to accommodations promptly and efficiently during the stay
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- Access to Venue Facilities
- Meals: Breakfast, AM&PM Snack, Lunch and Buffet Dinner with cocktails
- Food safety and hygiene standards
- On-site technician during specified hours
- Welcome signage

Being the duly authorized representative of my/our company, I/we declare that I/we understand the conditions stated above and that I/we agree to undergo an assessment to be conducted by the representative of the DOF based on the attached "Table of Rating Factors for Lease of Venue".

Signature over Printed Name of the Representative

Company Name : _____
Date Signed : _____
Email/Contact Nos : _____

TABLE OF RATING FACTORS FOR LEASE OF VENUE
Rental of Venue with Meals and Hotel Rooms in Ortigas for the Negotiations on the
Philippines-Singapore Double Taxation Agreement on September 1-5, 2025

		Threshold	
RATING FACTORS	WEIGHT (%)	RATING	
FACTORS WEIGHT (%) RATING			
I. Availability	100		
II. Location and Site Condition			
1. Accessibility	(50)		
2. Parking Space	(50)		
Total	100		
III. Neighborhood Data			
1. Sanitation and health condition	(25)		
2. Police and fire station	(25)		
3. Restaurant	(25)		
4. Banking and Postal	(25)		
Total	100		
IV. Venue			
a. Structural condition	(20)		
b. Functionality			
a. Conference Room	(10)		
b. Room Arrangement (e.g. single, double, etc)	(5)		
c. Light, ventilation, and air conditioning	(5)		
d. Space requirements	(5)		
c. Facilities			
a. Water supply and toilet	(4)		
b. Lighting system	(5)		
c. Elevators	(4)		
d. Fire escapes	(4)		
e. Fire fighting equipment	(4)		
f. Internet and Telecommunications	(4)		
g. Audio visual equipment (In house)	(5)		
d. Other requirements			
a. Maintenance	(5)		
b. Attractiveness	(5)		
c. Security	(5)		
e. Catering Services	(5)		
f. Client's satisfactory rating	(5)		
Total	100		
RATING FACTORS	WEIGHT (%)	RATING	
I. Availability	X(.5) =		
II. Location and Site Condition	X(.1) =		
III. Neighborhood Data	X(.05) =		
IV. Venue	X(.35) =		
FACTOR VALUE			

The bidder should have a minimum rating of 93.5% based on the Table of Rating Factors for Lease of Venue

DAKILA ELTEEN M. NAPAO
Assistant Secretary

TABLE OF RATING FACTORS FOR LEASE OF VENUE
Rental of Venue with Meals and Hotel Rooms in Ortigas for the Negotiations on the
Philippines-Singapore Double Taxation Agreement on September 1-5, 2025

		Threshold	
RATING FACTORS	WEIGHT (%)	RATING	
FACTORS WEIGHT (%) RATING			
I. Availability	100		
II. Location and Site Condition			
1. Accessibility	(50)		
2. Parking Space	(50)		
Total	100		
III. Neighborhood Data			
1. Sanitation and health condition	(25)		
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4. Banking and Postal	(25)		
Total	100		
IV. Venue			
a. Structural condition	(20)		
b. Functionality			
a. Conference Room	(10)		
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a. Water supply and toilet	(4)		
b. Lighting system	(5)		
c. Elevators	(4)		
d. Fire escapes	(4)		
e. Fire fighting equipment	(4)		
f. Internet and Telecommunications	(4)		
g. Audio visual equipment (In house)	(5)		
d. Other requirements			
a. Maintenance	(5)		
b. Attractiveness	(5)		
c. Security	(5)		
e. Catering Services	(5)		
f. Client's satisfactory rating	(5)		
Total	100		
RATING FACTORS	WEIGHT (%)	RATING	
I. Availability	X(.5) =		
II. Location and Site Condition	X(.1) =		
III. Neighborhood Data	X(.05) =		
IV. Venue	X(.35) =		
FACTOR VALUE			

The bidder should have a minimum rating of 93.5% based on the Table of Rating Factors for Lease of Venue

DAKILA ELTEEN M. NPAO
 Assistant Secretary