



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**FERTILIZER AND PESTICIDE AUTHORITY**

FPA Bldg. B.A.I. Compound Visayas Ave. Diliman, Quezon City  
Telefax: 920-8573\*920-8449  
E-mail add: fpa\_bac@yahoo.com .ph website: http://fpa.da.gov.ph



## REQUEST FOR QUOTATION

October 25, 2013

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Dear Sir/Madam:

Greetings from the Fertilizer and Pesticide Authority (FPA)!

Please be informed that the FPA will be undertaking a negotiated procurement for the **Lease of Venue for the FPA Cluster Conferences** with the approved budget for the contract (ABC) of **PhP 486,000.00**. The procurement is subdivided into lots as follows:

Lot No.	Description	ABC (PhP)
I	FPA- Visayas-Mindanao Cluster Conference Venue: General Santos City, South Cotabato Date: November 12-15, 2013 No. of Participants: 45 persons	270,000.00
II	FPA- Luzon Cluster Conference Venue: Baguio City, Benguet Date: November 20-22, 2013 No. of Participants: 45 persons	216,000.00

In this connection, we would like to invite you to submit your price quotation and kindly fill up the attached form with the Terms and Conditions provided at the beginning of each form. Quotation may be submitted manually, or through facsimile or email addresses indicated below not later than November 4, 2013, 12:00 p.m.

For any clarification, you may contact **Ms. Digna B. Pucan**, Head of FPA-BAC Secretariat at (02) 920-8573 (Telefax) or through email at fpa\_bac@yahoo.com.ph or fpa77\_finance@yahoo.com.

Thank you.

Very truly yours,

**(Sgd.) JULIETA B. LANSANGAN**  
Chair, Bids and Awards Committee



**LOT I - QUOTATION FOR LEASE OF VENUE FOR THE  
FPA VISAYAS-MINDANAO CLUSTER CONFERENCE  
(ABC = PhP 270,000.00)**

**TERMS AND CONDITIONS**

1. Bids received in excess of the ABC shall be automatically rejected at the Bid Opening.
2. Quoted prices shall have a validity period of **thirty (30) days** from the date of the submission of quotation.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties, and/or levies payable.
4. Any alterations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
5. The submitted quotation shall provide a 10 % allowance for the scheduled meals as per the final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10 % allowance, additional persons shall be charged the same as quoted.
6. 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 FPA shall rescind the Purchase Order once the cumulative amount of liquidated damages reach ten percent (10%) of the amount of the Purchase Order, without prejudice to other courses of action and remedies open to it.
7. FPA-BAC reserves the right to accept or reject any BID, annul the bidding process and reject all Bids at any time prior to the Award of Purchase Order without hereby incurring any liability to the affected bidders.

**After having carefully read and accepted the terms and conditions of this procurement, I/ we would like to submit our quotation for the items listed below:**

Description	Compliance with Technical Specifications (please check)		Remarks
	Yes	No	
I. Location and Site Condition Must be located within the vicinity of General Santos City, South Cotabato	( )	( )	
II. Room Accommodation a. Date: Nov. 11-16, 2013 - Arrival: Nov. 11, 2013, dinner time - Departure: November 16, 2013, after breakfast b. Rooms (max. of 3 occupants per room, can accommodate 45 pax)	( )	( )	
III. Function/ Conference Room a. Date: Nov. 12-14, 2013 b. With round table set-up for 45 participants (6-8 participants per table) c. Space requirement: Can accommodate at least forty five	( )	( )	

(45) participants			
d. Amenities			
- Secretariat's Table	( )	( )	
- Microphones (at least 3 units)	( )	( )	
- LCD Projector, screen, and table for LCD Projector	( )	( )	
- Free pads, pencils, and candies	( )	( )	
- Waived charges for use of laptops, projector, and other electronic equipments	( )	( )	
- Whiteboard and markers with erasers	( )	( )	
- Internet or wifi connection is not required, but is an advantage	( )	( )	
IV. Food, with at least one (1) round of drinks per snack and/or meal (for 45 pax)	( )	( )	
a. Nov. 11, 2013 – Buffet Dinner	( )	( )	
b. Nov. 12-14, 2013 – Breakfast, AM Snack, Buffet Lunch, PM Snack, and Buffet Dinner	( )	( )	
c. Nov. 15, 2013 – Breakfast and Buffet Dinner	( )	( )	
d. Nov. 16, 2013 – Breakfast	( )	( )	
e. Free flowing hot coffee, hot tea and water			
V. Other requirements			
a. Exhibit professional ambiance	( )	( )	
b. With janitorial and maintenance services	( )	( )	
c. With adequate security service (24/7)	( )	( )	

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Contact Nos. (Telephone and Mobile)

\_\_\_\_\_  
Email address

**LOT II - QUOTATION FOR LEASE OF VENUE FOR THE  
FPA LUZON CLUSTER CONFERENCE  
(ABC = PhP 216,000.00)**

**TERMS AND CONDITIONS**

1. Bids received in excess of the ABC shall be automatically rejected at the Bid Opening.
2. Quoted prices shall have a validity period of **thirty (30) days** from the date of the submission of quotation.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties, and/or levies payable.
4. Any alterations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
5. The submitted quotation shall provide a 10 % allowance for the scheduled meals as per the final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10 % allowance, additional persons shall be charged the same as quoted.
6. 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 FPA shall rescind the Purchase Order once the cumulative amount of liquidated damages reach ten percent (10%) of the amount of the Purchase Order, without prejudice to other courses of action and remedies open to it.
7. FPA-BAC reserves the right to accept or reject any BID, annul the bidding process and reject all Bids at any time prior to the Award of Purchase Order without hereby incurring any liability to the affected bidders.

**After having carefully read and accepted the terms and conditions of this procurement, I/ we would like to submit our quotation for the items listed below:**

Description	Compliance with Technical Specifications (please check)		Remarks
	Yes	No	
I. Location and Site Condition Must be located within the vicinity of Burnham Park, Baguio City, Benguet	( )	( )	
II. Room Accommodation a. Date: Nov. 19-23, 2013 - Arrival: Nov. 19, 2013, dinner time - Departure: November 23, 2013, after breakfast b. Rooms (max. of 3 occupants per room, can accommodate 45 pax)	( )	( )	
III. Function/ Conference Room a. Date: Nov. 20-22, 2013 b. With round table set-up for 45 participants (6-8 participants per table) c. Space requirement: Can accommodate at least forty five (45) participants	( )	( )	

d. Amenities			
- Secretariat's Table	( )	( )	
- Microphones (at least 3 units)	( )	( )	
- LCD Projector, screen, and table for LCD Projector	( )	( )	
- Free pads, pencils, and candies	( )	( )	
- Waived charges for use of laptops, projector, and other electronic equipments	( )	( )	
- Whiteboard and markers with erasers	( )	( )	
- Internet or wifi connection is not required, but is an advantage	( )	( )	
VI. Food, with at least one (1) round of drinks per snack and/or meal (for 45 pax)	( )	( )	
a. Nov. 19, 2013 – Buffet Dinner	( )	( )	
b. Nov. 20-22, 2013 – Breakfast, AM Snack, Buffet Lunch, PM Snack, and Buffet Dinner	( )	( )	
c. Nov. 23, 2013 – Breakfast	( )	( )	
d. Free flowing hot coffee, hot tea and water	( )	( )	
V. Other requirements			
a. Exhibit professional ambiance	( )	( )	
b. With janitorial and maintenance services	( )	( )	
c. With adequate security service (24/7)	( )	( )	

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Contact Nos. (Telephone and Mobile)

\_\_\_\_\_  
Email address