



Republic of the Philippines
Office of the Solicitor General
Request for Quotation

To: _____
Tel. No.: _____
Fax No.: _____
Attention: _____

Date: October 15, 2024
Quotation #: PS-024-10-210
ABC: _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE																																																							
1	<p>Lease of Venue (Hotel Accommodation) for the Resource Persons/Guests/Secretariat of 2024 THAIL Special Programme of Courses on International Law of Office of the Solicitor General and The Hague International Academy of International Law (THAIL), inclusive of taxes, and other charges:</p> <p><i>General Specifications:</i> Venue <i>Accessibility/Location:</i> The venue must be within ten (10) km radius from Convergys One Building, Ayala Avenue, Makati City for efficient access of guests to and from the venue. <i>Space Requirement:</i> The venue must be able to accommodate the ten (10) guests with the following specifications:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Tentative Check-In</th> <th>Tentative Check-Out</th> <th>No. of Nights</th> <th>Room Requirement</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Nov. 14, Thurs; 16:30</td> <td>Nov. 30; Sat</td> <td>16</td> <td>Deluxe Room/ Single Occupancy</td> </tr> <tr> <td>2</td> <td>Nov. 14, Thurs; 18:10</td> <td>Nov. 30, Sat; 05:25</td> <td>16</td> <td>Deluxe Room/ Single Occupancy</td> </tr> <tr> <td>3</td> <td>Nov. 14, Thurs; 22:10</td> <td>Nov.29, Fri, 19:40</td> <td>16</td> <td>One bedroom Suite/Single Occupancy</td> </tr> <tr> <td>4</td> <td>Nov. 14, Thurs</td> <td>Nov. 30, Sat</td> <td>16</td> <td>Deluxe Room/ Single Occupancy</td> </tr> <tr> <td>5</td> <td>Nov. 17, Sun; 22:10</td> <td>Nov. 30, Sat; 23:25</td> <td>14</td> <td>Deluxe Room/ Single Occupancy</td> </tr> <tr> <td>6</td> <td>Nov. 23, Sat; 16:05</td> <td>Nov. 27, Wed, 18:30</td> <td>5</td> <td>One Bedroom Suite/Single Occupancy</td> </tr> <tr> <td>7</td> <td>Nov. 24, Sun, 17:45</td> <td>Nov. 30, Sat; 07:10</td> <td>6</td> <td>Deluxe Room/ Single Occupancy</td> </tr> <tr> <td>8</td> <td>Nov. 26, Tue, 00:20</td> <td>Nov. 29, Fri; 05:45</td> <td>4</td> <td>Deluxe Room/ Single Occupancy</td> </tr> <tr> <td>9</td> <td>Nov.27, Wed; 15:50</td> <td>Nov. 29, Fri; 14:05</td> <td>2</td> <td>Deluxe Room/ Double Occupancy</td> </tr> <tr> <td>10</td> <td>Nov.24, Sun; (standard check-in time)</td> <td>Nov. 27, Wed; (standard check-out time)</td> <td>3</td> <td>Deluxe Room/ Single Occupancy</td> </tr> </tbody> </table> <p><i>The stated time of check-in and check-out is tentative dates and time only, and may vary based on the actual date of flight of the guests. The hotel must allow early check-in or check-out. Any additional costs that may incur should be billed separately or coordinated separately to authorized representative of the agency.</i></p> <p><i>Light, Ventilation and Air-conditioning:</i> The room must have sufficient lighting, air-conditioned, properly ventilated, and equipped of generator set for any electricity outage. <i>Facilities:</i> The venue must have a 24/7 lobby/reception desk, common areas (with tables and chairs), and with restaurant. The venue is preferably to have internet/wifi availability/connectivity for the guests. <i>Health and Security:</i> The venue must have a visible fire escapes and firefighting equipment, equipped of first aid kit (for emergency) or infirmary, and 24/7 front desk and security.; The venue must be properly sanitized, and preferably with daily disinfection to common areas. <i>Parking Space:</i> The venue should have a parking space that can accommodate the vehicle which will shuttle the guests to and from the venue of the training or other meeting. <i>Emergency Response:</i> The venue must be near a police station and/or fire station, or at least equipped for emergency cases.</p>	No.	Tentative Check-In	Tentative Check-Out	No. of Nights	Room Requirement	1	Nov. 14, Thurs; 16:30	Nov. 30; Sat	16	Deluxe Room/ Single Occupancy	2	Nov. 14, Thurs; 18:10	Nov. 30, Sat; 05:25	16	Deluxe Room/ Single Occupancy	3	Nov. 14, Thurs; 22:10	Nov.29, Fri, 19:40	16	One bedroom Suite/Single Occupancy	4	Nov. 14, Thurs	Nov. 30, Sat	16	Deluxe Room/ Single Occupancy	5	Nov. 17, Sun; 22:10	Nov. 30, Sat; 23:25	14	Deluxe Room/ Single Occupancy	6	Nov. 23, Sat; 16:05	Nov. 27, Wed, 18:30	5	One Bedroom Suite/Single Occupancy	7	Nov. 24, Sun, 17:45	Nov. 30, Sat; 07:10	6	Deluxe Room/ Single Occupancy	8	Nov. 26, Tue, 00:20	Nov. 29, Fri; 05:45	4	Deluxe Room/ Single Occupancy	9	Nov.27, Wed; 15:50	Nov. 29, Fri; 14:05	2	Deluxe Room/ Double Occupancy	10	Nov.24, Sun; (standard check-in time)	Nov. 27, Wed; (standard check-out time)	3	Deluxe Room/ Single Occupancy	1	lot			
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	<p><i>Others:</i> The venue must be structurally sound, well-maintained and attractive.;</p> <p><i>Other Amenities required to be included:</i></p> <p>Guests must be provided with complimentary breakfast throughout their stay.</p> <p>An airport transfer for one guest on November 14 must be included at no charge.</p> <p><i>Other Requirements:</i></p> <p>Must have a five-star rating</p> <p>Must not require a deposit for incidental charges, upon check-in</p> <p>The supplier must provide a picture of the quoted room and allow for a site visit for technical evaluation by the end-user.</p> <p><i>Note:</i></p> <p>The supplier must offer options for rescheduling or modifying the date and number of rooms. Additionally, it must adhere to the send-bill arrangement with the agency. Failure to comply with all the requirements will result in automatic disqualification from the technical evaluation.</p> <p style="text-align: center;">(Price Vat-Included)</p>					

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

- Note:**
1. Please quote within __ days from the date of RFQ.
 2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - a. Mayor's / Business Permit;
 - b. PhilGEPS Registration Number: _____ Membership: Platinum Red
 - c. Income / Business Tax Return (for above P500K);
 - d. Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above);
 - e. Updated Tax Clearance Certificate
 - f. Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,

I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.


JOSEPHINE C. ALCASAREN / SONNY S. BERMUDEZ / FATHIA K. KARIM
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314

Telefax: 8813-1174

Please send your quotation to:

osg.procurement@osp.gov.ph / osg.procurement@yahoo.com