

**ZAMBOANGA CITY WATER DISTRICT**

**REQUEST QUOTATION FORM  
NEGOTIATED PROCUREMENT (SMALL VALUE)**

Zamboanga City  
Tel. No. (062) 991-1556-57

Date prepared : 02/23/2023  
PR No.: 23-0002 Dated: 01/03/2023

**SUPPLIER:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CONTACT PERSON:** \_\_\_\_\_  
**CONTACT NUMBER:** \_\_\_\_\_

Please submit your quotation to the Zamboanga City Water District on or before **2:00 P.M. February 28, 2023**

Upon receipt of the Purchase Order, you are requested to deliver the item(s) quoted to the ZCWD Property Section at Pasonanca or to the delivery point specified in the Purchase Order. Penalties may be imposed for delays in the delivery beyond the delivery period and your company may be excluded from participating in future biddings. ***Pls. REFER TO THE ATTACHED "INSTRUCTION TO BIDDERS" for your guidance.***

ITEM NO.	DESCRIPTION/SPECIFICATION	QTY	UNIT	UNIT COST	BRAND & MODEL OFFERED																								
	<p><b>LEASE OF VENUE INCLUDING MEALS FOR RTC and INHOUSE TRAININGS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Lot 1 – RTC Trainings</b></td> </tr> <tr> <td style="width: 60%;"><b>TRAINING TITLE</b></td> <td style="width: 40%;"><b>Tentative Inclusive Dates</b></td> </tr> <tr> <td>1. Government Procurement Reform Act (RA 9184), its IRR &amp; Updates.</td> <td>April 18-20, 2023</td> </tr> <tr> <td>2. Policy Maker’s Seminar</td> <td>May 23-25, 2023</td> </tr> <tr> <td>3. Seminar-Workshop on Water Audit.</td> <td>June 20-22, 2023</td> </tr> <tr> <td>4. GAD Planning &amp; Budgeting for Local Water Districts</td> <td>August 8-10, 2023</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Lot 2 - Inhouse</b></td> </tr> <tr> <td style="width: 60%;"><b>TRAINING TITLE</b></td> <td style="width: 40%;"><b>Tentative Inclusive Dates</b></td> </tr> <tr> <td>1. Enhancement Seminar of Accountable Officers &amp; Cashiers</td> <td>May 11-12, 2023</td> </tr> <tr> <td>2. Feel Good &amp; be Motivated: Be Awesome in the Workplace</td> <td>July 7-8, 2023</td> </tr> <tr> <td>3. Disaster Preparedness &amp; Response</td> <td>July 12-14, 2023</td> </tr> <tr> <td>4. Gender Sensitivity Seminar</td> <td>September 20, 2023</td> </tr> </table> <p><b>Location: within City Proper of Zamboanga With Free Parking Space within the Venue.</b></p> <p><b>Functionality of Function Room:</b> Day 1-3 (6:30am-5:00pm) – available one (1) Function Room.</p> <p>a. Classroom/Lecture setup for a capacity of 30 to 35 participants (6 per table). b. Room must not contain pillars. c. Amenities includes: i. Secretariat’s Table ii. At least 3 Microphone units iii. Projector screen &amp; table for LCD Projector iv. Podium v. Whiteboard and eraser vi. Free &amp; steady Wi-Fi connection for secretariat vii. Extension wires viii. Rest rooms ix. Waived electricity charges for use of laptops &amp; projector for speakers, secretariat &amp; participants.</p> <p><b>Other Requirements:</b> a. Provision of janitorial and maintenance services b. Adequate security services (24/7)</p> <p><b>Catering Services:</b> a. Location must be inside the Function Room b. Meals for 35 participants per training per day c. AM and PM snacks – to be determined by the end-user per training. d. Buffet Lunch 1. Main Course * Beef * Chicken * Noodles or Vegetables or Soup 2. Steamed Plain Rice 3. Dessert 4. Drinks (at least one round of softdrinks for every lunch) 5. Provision of freely-flowing coffee &amp; water.</p> <p><b>Serving Time:</b> a. AM Snacks – 10:00AM b. Lunch – 12:00NN c. PM Snacks – 3:00PM</p> <p><i>Dates &amp; Time of deliveries are subject for determination /changes within seven (7) days prior notice from the end-user to the supplier.</i></p>	<b>Lot 1 – RTC Trainings</b>		<b>TRAINING TITLE</b>	<b>Tentative Inclusive Dates</b>	1. Government Procurement Reform Act (RA 9184), its IRR & Updates.	April 18-20, 2023	2. Policy Maker’s Seminar	May 23-25, 2023	3. Seminar-Workshop on Water Audit.	June 20-22, 2023	4. GAD Planning & Budgeting for Local Water Districts	August 8-10, 2023	<b>Lot 2 - Inhouse</b>		<b>TRAINING TITLE</b>	<b>Tentative Inclusive Dates</b>	1. Enhancement Seminar of Accountable Officers & Cashiers	May 11-12, 2023	2. Feel Good & be Motivated: Be Awesome in the Workplace	July 7-8, 2023	3. Disaster Preparedness & Response	July 12-14, 2023	4. Gender Sensitivity Seminar	September 20, 2023	740	Pax		
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	NO. OF PAX IS SUBJECT TO CHANGE BASED ON THE ACTUAL NO. OF PAX REGISTERED ON THE FIRST DAY. MODE OF PAYMENT: EVERY AFTER TRAINING/SEMINAR				
<b>TOTAL CONTRACT PRICE =</b>					
I have the honor to submit our quotation for the above-specified item of which we have on stock except as specified.					

\_\_\_\_\_  
 SUPPLIER/REPRESENTATIVE  
 (Printed Name & Signature)

\_\_\_\_\_  
 DATED

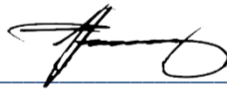
**NOTE:**

1. Register your bids to the BAC Secretariat before dropping the bid in the bidding box.
2. Delivery Period:
3. Warranty Period: 3 months for Expendable supplies after acceptance by the procuring entity.
4. Price Validity: 120 C.D.
5. If applicable, the BAC may require the bidder to submit un-amended sales literature, brochure, shop drawing or samples. Non-submission of which may be a ground for disqualification. In case the bidder failed to submit the aforementioned requirements, then the product being offered by the winning bidder shall be subjected to inspection pursuant to RA 9184 and its IRR and Government Procurement Manual (GPM Vol. 2) and pertinent COA regulations on technical inspection and acceptance procedures by the procuring entity's authorized inspectors.
6. Payment Terms: NO COD
7. All erasure must be initialed to avoid disqualification.
8. Delivery Point:
9. Approved Budget Cost (ABC): **P 370,000.00**
10. The bidder is required to submit within 3 calendar days from the date of the bid opening the following requirements: Mayor's/Business Permit, Philgeps Registration and Omnibus Sworn Statement. Failure to submit the required documents within the time frame may be a ground for disqualification. The bidder may also submit these documents together with its Request for Quotation (RFQ).
11. In case where an occurrence of a tie among bidders, BAC shall conduct drawing of lots in accordance with GPPB Circular 06-2005 dated August 05, 2005 and Appendix 11 of the 2016 RIRR of R.A. 9184.
12. All items must be quoted otherwise the bid shall be incomplete and non-complying.
13. For Bidding Results, please call BAC Secretariat at this number 991-1556 local 8127 and look Mr. Aaron O. Mas a day after the scheduled Bid Opening. You may also send us an e-mail at this address: [bac@zcwd.gov.ph](mailto:bac@zcwd.gov.ph). Failure on your part to communicate with us will be taken as a waiver to be informed of the result.
14. Open quotations may be submitted, manually or through facsimile or email at the following: Fax nos. (062) 9550754/9927831 or Email Address: [bac@zcwd.gov.ph](mailto:bac@zcwd.gov.ph)
15. For NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT requiring Omnibus Sworn Statement, please submit original copy.

REMARKS/ ADDITIONAL INFORMATION \_\_\_\_\_

Prepared by:

Distributed by:



\_\_\_\_\_  
 ATTY. VINCENT F. FERNANDEZ  
 CHAIRPERSON  
 BIDS AND AWARDS COMMITTEE