Republic of the Philippines
Early Childhood Care and Development Council

Date: _____

REQUEST FOR QUOTATION

Gentlemen:

Please quote your lowest government price (s), stating the shortest time of delivery on the item(s) listed below and submit your quotation duly signed by your representative through email or sealed envelope directed to the Chairperson, Bids and Award Committee of this office on or before ,June 3, 2025.

If you do not have the exact item on request, please feel free to offer the equivalent or possible substitute.

Very Truly yours,

NECITAS D. LARGO
BAC, Chairperson

QTY	UNIT	ARTICLES AND DESCRIPTION	UNIT PRICE	TOTAL
1	lot	Food and Accommodation for the Implementation of the Human Resource Development Program: "Leading and Managing an Integrated ECCD Program (LMIEP)" Batch 20 Phase 1 on July 13-19, 2025		
		Venue: BAGUIO CITY		
		Guaranteed : 55 Pax		
		Expected: 70 pax		
		On the second day onward actual number of participants		
		Room Accommodation:		
		- Twin Sharing (individual bed) w/ complete amenities)		
		- July 13, 2025 - Check-In - 2:00PM		
		- July 19, 2025 - Check-Out - 12:00NN		
		Meals Requirement:		
		July 13, 2025 - PM Snack and Buffet Dinner		
		July 14-18, 2025 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner		
		July 19, 2025 - Buffet Breakfast and AM Snack (Packed)		
		Conference Room : good for 80pax		
		- Conference Set-up (Rectangular Table)		
		- Secretariat Table		
		- **w/ Free strong Access in WIFI**		
		- two (2) LCD with wide screen		
		- Sound System and Extension Cord		
		- 4 units of Wireless Microphones		
		- With extra Extension Cord		
		- With free flowing coffee, tea and candies		
		- Backdrop (min. of 6' x 8') & Welcome Streamer (min. of 3' x 4')		
		- (2) White/Black Board w/ whiteboard pen and eraser		
		Other Requirements to be submitted:		
		Philgeps Registration Number		
		Mayor's Permit		
		Income/Business Tax Return		
		BIR Registration Certificate		
		Notarized Omnibus Sworn Statement		
		Annex A		
		Conditions:		
		Terms of Payment: Send Bill		
		Quotation - inclusive of VAT		
		For any queries, you may Contact Nos. (02)8571-6833/(02) 8571-6590		
		Email Add:ndl@eccdcouncil.gov.ph/cora@eccdcouncil.gov.ph/rebecca.dado@eccdcouncil.gov.ph		

After having carefully read and accept your requirements, I/we quote you on the above items and bind ourselves to deliver the above articles and description within the specified dates. The quotations are good up to 60 calendar days.

SUPPLIER	
Signature	
Name/Designation	
Office/Company Name	
Address	
Telephone Nos.	
CP No.	

ANNEX A

TECHNICAL SPECIFICATIONS
LEASE OF VENUE

Bidders must state either "Comply or Not Comply or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each specification.

No.	Specification	Statement of Compliance
I	Date of Event: July 13 - 19, 2025 (LMIEP Batch 20 Phase 1)	
II	Location and Site Condition: Within **Baguio City, should not be in the "Red Light District".**	
III	Neighborhood Data 1. Proper waste management system such as regular garbage collection and with Sanitary Permit from approximate authority 2. Proximity to police and fire stations & hospital 3. Strategic location to commercial establishments, ATM banks and telecommunications service provider	
IV	Venue 1. Structural Condition: In good condition and properly maintained. 2. Functionality of Function Room: with air-conditioned function room/boardroom and conference set-up that can accommodate 75pax for One (1) conference room and must have no pillars or other obstructions. For use of function hall 6:30 am - 6:30 pm; but open until 9:00pm 3. Light Ventilation and Air-Conditioning: Proper Light Ventilation and Air-conditioning units 4. Space requirements: - Tables for the 2-units LCD Projector with Wide Screen; - Long table/Registration desk, telephone and extra tables for the secretariat with chairs. - On-call operator for PA systems & on-call waiter - Free usage of air-conditioned function room, strong internet connection, podium & audio-visual equipment such as 2-units LCD projector and with two (2) wide screen and sound system, extension cords with at least 4 microphones. Free flowing coffee, tea and candies and 1 pc. - Backdrop (6' x 8") and 1 pc. – Streamer (3x4"). - Philippine Flag 5. Facilities: Must be gender-sensitive. Pleasing aesthetic both inside and outside the hotel; Daily housekeeping service. **Free parking space**. - Variety of amenities (free use) such as spa, pool, and stand-by generator set for guaranteed power supply during the entire stay. - Continuous water supply and accessible comfort room - Accessible emergency exit and alarm - Standby fire extinguisher and automatic sprinkler - Must provide an internet in the rooms, hotel and function room and service and bottled water inside the rooms	

No.	Specification	Statement of Compliance
	- Free electrical charge for the use of own equipment & free use of extension cord. - With Notepads and pencils 6. Other requirements: - All equipment and facilities properly maintained - Adequate security service (24/7) - Free use of telephone for local calls in function room - Free use of extension cords/wires - On call medical personnel in case of emergency - Hotel must accept a Send Bill Policy in the payment of services - Hotel must be able to adjust to the abrupt change in the number of hotel room and conference room needed for the event - Free Flowing coffee, Tea and candies 7. Catering Services – 8. Must provide buffet service with variety of foods to choose from; must be flexible to the dietary requirements and restriction of the guests, must have pork-free alternative meals to cater the Muslim guests - Provision of Meals must be as follows: July 13, 2025 - PM Snack and Buffet Dinner July 14-28, 2025 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner July 19, 2025 - Buffet Breakfast and AM Snack	
	Client's Satisfactory Rating – Very satisfactory (90% up)	

I hereby certify to comply and deliver all the above requirements.

COMPANY NAME : _____

ADDRESS : _____

REPRESENTATIVE SIGNATURE : _____

COMPLETE NAME : _____

DESIGNATION : _____

DATE : _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

   [If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

   [If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

   [If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

   [If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

   [If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

   a. Carefully examining all of the Bidding Documents;
   b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
   c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
   d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]