Republic of the Philippines
Early Childhood Care and Development Council
4th Floor Belvedere Tower, No. 15 San Miguel Ave., Ortigas Center, Pasig City 1605
Telephone & fax: (02) 571-4615 / 571-6590 / 571-6833 / 571-8041 email address: info.eccdc@gmail.com

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 16, 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	Description	Unit Price	Total
1	LOT	Food and Accommodation for the Integration Program for Child Development Teachers and Child Development Workers, Batch 1 on August 3-9, 2025		
		Venue: Metro Manila		
		Guaranteed No. of Person: 65 Pax		
		Expected: 75 pax		
		On the second day onward actual number of participants		
		Room Accommodation:		
		- Twin/Triple Sharing individual bed w/ complete amenities		
		- August 3, 2025 - Check-In - 2:00PM		
		- August 9, 2025 - Check-Out - 12:00NN		
		Meals Requirement:		
		August 3, 2025 - PM Snack, and Buffet Dinner		
		August 4-8, 2025 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack, and Dinner		
		August 9, 2025 - Buffet Breakfast and AM Snack		
		Conference Room : good for 90PAX		
		- Conference Set-up (Rectangular Table)		
		- Secretariat Table		
		- **w/ Free strong Access in WIFI**		
		- One (1) 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		
		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) 85716590		
		Email Add: ndl@eccdcouncil.gov.pn/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/CP. No./s	

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: August 3-9, 2025 (Integration Batch 1)	
II	Location and Site Condition: Within **Manila, 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 80pax 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: August 3, 2025 - Lunch, PM Snack and Buffet Dinner August 4-8, 2025 - Buffet Breakfast, AM Snack, Buffet Lunch, PM Snack and Buffet Dinner August 9, 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 : _____