

# Office of the Vice President of the Philippines

## REQUEST FOR QUOTATION

**Reference No.:** 2020-103  
**Posting Date:** July 1, 2020

The Office of the Vice President (OVP), through its Administrative Division, will undertake a Lease of Real Property and Venue Procurement for the "Lease of Dormitory Facilities for Frontliners in Talisay City, Cebu" in accordance with Section 53.10 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Lease of Dormitory Facilities for Frontliners in Talisay City, Cebu

Approved Budget : One Hundred Seventeen Thousand Pesos (P117,000.00)  
for the Contract

Specifications : Please see attached Annex "A"

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit;
2. Latest Income Tax Return;
3. PHILGeps Registration;
4. Compliance to the Technical Specifications (Annex "A"); and
5. Accomplished Price Quotation Form (Annex "B").

Use of forms other than the attached OVP prescribed Price Quotation Form and Technical Specifications is not acceptable.

Submission of quotation and eligibility documents is on or before 5:00 p.m. of July 6, 2020 at the Property and Procurement Unit, 7<sup>th</sup> Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City. Submission of quotation and eligibility documents may be done manually, through facsimile at telefax no. 370-1716 local 129, or via email at bacsecretariat@ovp.gov.ph.

The OVP reserves the right to accept or reject any price quotation, to annul the procurement process, and to reject all price quotation at any time prior to contract award, without thereby incurring any liability to affected bidder/s or any person.

For inquiries, you may contact us at telephone number 370-1724 local 128 to 129.

  
**SOFIA C. YANTO-ABAD**  
BAC Chairperson

**TECHNICAL SPECIFICATIONS**

Bidders must state "**Comply**" in the column "Statement of Compliance" against each of the individual parameters of each "Requirement." Please do **not** just place check in the bidder's "Statement of Compliance."

Requirement	Statement of Compliance
Air-conditioned rooms with basic furniture (e.g. bed, table, chair), including linens (bedsheets, pillowcases, towels, blankets) and the following minimum amenities: <ul style="list-style-type: none"> <li>• Separate toilet and bath</li> <li>• Provision for 24/7 security services and regular disinfection services</li> <li>• Wi-Fi Access</li> <li>• Provision for use of meeting rooms</li> </ul>	
Implements appropriate safety health protocols	
Covered period: July 8, 2020 to July 22, 2020, subject to extension upon request of the OVP	
Billing shall be based on actual daily occupancy and bid unit price per room	

I hereby certify to comply and deliver all the above Technical Specification.

\_\_\_\_\_  
Name of Company/Bidder

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

\_\_\_\_\_  
Date

**PRICE QUOTATION FORM**


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 Date
**The Administrative Division**

Office of the Vice President  
 7<sup>th</sup> Floor, Ben-Lor Building  
 1184 Quezon Avenue, Quezon City

**Sir/Madam:**

- (1) After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

<b>Project</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Frequency</b>	<b>Unit Price</b>	<b>Total Price</b>
Lease of Dormitory Facilities for Frontliners in Talisay City, Cebu	Accommodation	25 rooms	15 days		
	Total (inclusive of VAT)				

Note: Unit price includes taxes and all other applicable charges.

- (2) We undertake to deliver above service per technical specifications; and  
 (3) We agree to abide by this quotation/bid for a period of sixty (60) days after the date of deadline of submission specified in your RFQ.

(Amount in Words)

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The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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 Name/Signature of Representative

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 Name of Company

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 Contact Number