

REQUEST FOR QUOTATION
PROCUREMENT OF HOTEL SERVICES
RFQ NO. N_014-2023-PHL

Date: March 3, 2023

Dear Sir / Madam,

You are kindly requested to submit your quotation for the following **HOTEL SERVICES** (in Manila, Pasay, Makati, and Ortigas Cities) which are fully described in Annex B:

Venue and Catering - March 21, 2023

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on tenders@idlo.int and mention **Clarifications RFQ NO. N_014-2023-PHL** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:

On or before Date: **March 10, 2023**

Time: 15:00 PM Rome Local Time

Thank you and we look forward to receiving your Quotation.

Sincerely yours,
International Development Law Organization | IDLO
IDLO Philippines

Annex A
Instructions to Bidders

a. Description of requested SERVICES	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before Date: March 10, 2023 Time: 15:00 Rome Local Time
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Services and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment after the delivery of services and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Services Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	90 days In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through this e-mail address: tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted [<i>provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)</i>]
i. Place of Delivery	Manila, Pasay, Makati, and Ortigas Cities (Philippines)
j. Delivery Terms	Venue and Banquet services to be delivered on: March 21, 2023 (In Manila, Pasay, Makati, and Ortigas Cities)
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> N/A
l. Currency of Quotation	PHP

m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Others Copy of Hotel profile and Buffet and Banquets Menues
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes, <i>[specify]</i> ___
o. After-sales services required, if applicable [leave blank if not applicable]	<input type="checkbox"/> Warranty on Parts and Labour for minimum period of Click to type <input type="checkbox"/> Technical Support <input type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input type="checkbox"/> Others
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> 1. Full submission of Preliminary Documents (as per Annex A, point n.) 2. Technical responsiveness 3. Delivery date 4. Price
q. Contract Award	Contract Award shall be granted according to: <ol style="list-style-type: none"> a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
r. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
s. Liquidated Damages	<input type="checkbox"/> N/A <input type="checkbox"/> Yes – For late delivery of Services, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions. If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.

ANNEX B

TECHNICAL SPECIFICATIONS

**Specifications for Services : March 21, 2023
(Interagency Roundtable Discussions)**

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Banquets	March 21, 2023 Afternoon Snacks only	per pax/per day	30
Lot 2	Function Room	Function Room (March 21, 2023) Half day only (1:00 PM to 5:00 PM) Technical Requirements: <i>With high-speed internet (at least 10mbps), at least 1 projectors, at least 1 projector screens; at least 3 whiteboards, at least 3 microphones with mic stands, a sound system, and extension cords.</i> <i>Spacious enough to fit a maximum of 30 pax.</i>	day	1

**ANNEX C
SUPPLIER'S QUOTATION**

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. N_014-2023-PHL**.

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

**Lot 1: Offer to Supply Services Compliant with Technical Specifications and Requirements
(Interagency Roundtable Discussion – Half Day Only)
March 21, 2023**

Lots	Item Name	Description	Unit of Measure	Qty.	Compliance with Technical Specifications in Annex B	Unit rate in PHP	Total amount in PHP
Lot 1	Banquets	March 21, 2023 Afternoon Snacks only	per pax / per day	30	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Lot 2	Function Room	Function Room (March 21, 2023) *Half day only (1:00 PM to 5:00 PM) Technical Requirements: <i>With high-speed internet (at least 10mbps), at least 1 projectors, at least 1 projector screens; at least 3 whiteboards, at least 3 microphones with mic stands, a sound system, and extension cords.</i> <i>Spacious enough to fit a maximum of 30 pax.</i>	day	1	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
Other Charges (please specify)							
Taxes/ VAT (__ %) (if applicable)							
Grand Total							

ANNEX D

IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF SERVICES

AND

IDLO SUPPLIER CODE OF CONDUCT

ANNEX 1

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>