

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF HOTEL ACCOMMODATION AND CONFERENCE SERVICES**  
**RFQ NO. N\_50\_2023**

Date: **July 13, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **HOTEL ACCOMMODATION AND CONFERENCE SERVICES** described in Annex B.

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 Policy of payment within 30 days 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 Goods or Services and IDLO Supplier Code of Conduct	Annex D

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For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. N\_50\_2023** 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: July 18, 2023**

**Time: 15:00 hours Rome, Italy local time (9:00PM Manila 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 <b>Date: July 18, 2023</b> <b>Time: 15:00 hours Rome, Italy local time (9:00PM Manila Time)</b>
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 within 30 days after satisfactory receipt of all goods 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	<b>90 days</b>  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 the following e-mail address: <b>tenders@idlo.int</b>
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	Quezon City, Makati City, and Pasig City
j. Delivery Terms	Venue and Banquest services will be delivered on: <b>July 31-August 4, 2023 (in Quezon City, Makati City and Pasig City)</b>
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	<b>PHP</b>
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's Profile and Banquet Menu

n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> N/A
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A, point n.)</li> <li>2. Technical responsiveness</li> <li>3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable.</li> <li>4. Delivery Date</li> <li>5. Price</li> </ol>
q. Contract Award	Contract Award shall be granted according to: <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped;</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>
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 checked="" type="checkbox"/> <b>Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</b> <b>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.</b>

**ANNEX B  
TECHNICAL SPECIFICATIONS**

**Specifications for Services: Moodle Training on July 24-28, 2023**

<b>Lots</b>	<b>Item Name</b>	<b>Specification</b>	<b>Unit measure</b>	<b>Quantity</b>
<b>Lot 1</b>	Accommodation	Single Occupancy, Twin Sharing with complimentary breakfast (11 rooms) Check-in: July 31, 2023 Check-out: August 4, 2023	room/night	11
<b>Lot 2</b>	Accommodation	Single Occupancy, One bed with complimentary breakfast (5 rooms) Check-in: July 31, 2023 Check-out: August 4, 2023	room/night	5
<b>Lot 3</b>	Banquet	July 31, 2023: Venue with Full Board Meals (AM & PM Snacks, Lunch and Dinner)	pax	28
<b>Lot 4</b>	Banquet	August 1, 2023: Venue with Full Board Meals (AM & PM Snacks, Lunch and Dinner)	Pax	27
<b>Lot 5</b>	Banquet	August 2, 2023: Venue with Full Board Meals (AM & PM Snacks, Lunch and Dinner)	Pax	27
<b>Lot 6</b>	Banquet	August 3, 2023: Venue with Full Board Meals (AM & PM Snacks, Lunch and Dinner)	Pax	27
<b>Lot 7</b>	Banquet	August 4, 2023: Venue with Full Board Meals (AM Snacks and Lunch)	Pax	27
<b>Lot 8</b>	Internet Connection	Dedicated Internet LAN 15MBPS	Unit	1
	Additional Request	White Board, 2pcs Podium Stage Extension Cords per Table Classroom Set-up 3 Microphones		
	Special Requirement	Venue Requirement: 1. Venue should have no pillars/poles in the center or somewhere that may cause distraction to the flow of activity. 2. Buffet area should be outside the function room. A specific dining area may also be an advantage. 3. Food restrictions – to be announced.		

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**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 Policy of payment within 30 days 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\_50\_2023**

<b>Company Name</b>	
<b>Company Full Address</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Stamp</b>	
<b>Contact Person</b>	
<b>Telephone number</b>	
<b>Email address</b>	

**Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements**

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in PHP	Total amount in PHP
1.	Accommodation	Single Occupancy, Twin Sharing with complimentary breakfast (11 rooms) Check-in: July 31, 2023 Check-out: August 4, 2023	Room/Night	11	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Accommodation	Single Occupancy, One bed with complimentary breakfast (5 rooms) Check-in: July 31, 2023 Check-out: August 4, 2023, 2023	Room/Night	5	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Banquet	July 31, 2023: Venue with Full Board Meals (AM & PM Snacks, Lunch and Dinner)	Pax	27	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Banquet	August 1, 2023: Venue with Full Board Meals (AM & PM Snacks, Lunch and Dinner)	Pax	27	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
5.	Banquet	August 2, 2023: Venue with Full Board Meals (AM & PM Snacks, Lunch and Dinner)	Pax	27	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in PHP	Total amount in PHP
6.	Banquet	August 3, 2023: Venue with Full Board Meals (AM & PM Snacks, Lunch and Dinner)	Pax	27	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
7.	Banquet	August 4, 2023: Venue with Full Board Meals (AM Snacks, Lunch)	Pax	27	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
8.	Additional Requirement	White Board, 2pcs Podium Stage Extension Cords per Table Classroom Set-up 3 Microphones			<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
9.	Special Requirement	Venue Requirement: 1. Venue should have no pillars/poles in the center or somewhere that may cause distraction to the flow of activity. 2. Buffet area should be outside the function room. A specific dining area may also be an advantage. 3. Food restrictions – to be announced.	n/a	n/a	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods</b>							



Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in PHP	Total amount in PHP
Freight							
Insurance							
Customs Clearance							
Other Charges (please specify)							
Taxes/ VAT ( __ %) (if applicable)							
Grand Total							

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**ANNEX D  
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR  
SERVICES  
AND  
IDLO SUPPLIER CODE OF CONDUCT**

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and 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\\_and\\_services\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_and_services_august_2020.pdf)

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_services\\_february\\_2022.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_february_2022.pdf)

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