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**REQUEST FOR QUOTATION**  
**PROCUREMENT OF HOTEL ACCOMMODATION AND CONFERENCE SERVICES,  
AND CATERING SERVICES**  
**RFQ NO. PHIL\_2024\_014**

Date: **October 2, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for the Procurement of **Hotel Accommodation, Conference Services, and Catering Services in Cagayan De Oro, Philippines** 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

For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. PHIL\_2024\_015** 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: October 9, 2024**

**Time: 15:00 hours Rome, Italy 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 <b>Date: October 9, 2024</b> <b>Time: 15:00 hours Rome, Italy local 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: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> Permitted by Lot
i. Place of Delivery	Cagayan De Oro, Philippines
j. Delivery Terms	<b>Services will be delivered on October 29-30, 2024 after receipt of PO or contract from IDLO to IDLO Philippines.</b>
k. Customs clearance, if needed, shall be done by:	<input checked="" 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"/> Fact Sheet; Company Profile/Brochure
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: Capacity Building for Legal Aid Clinics and Women Community Leaders  
(October 29-30, 2024)**

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	Accommodations (4-star or 5-star)	<p><b>Five (5) Single Occupancy Rooms</b></p> <p><b><u>Accommodation</u></b> requirement:</p> <ul style="list-style-type: none"> <li>- with complimentary breakfast and Internet access (internet cable of Wi-Fi) in the room;</li> <li>- late check-in/check-out subject to availability;</li> <li>- tea/coffee making facility with no extra charges in the rooms;</li> <li>- free parking for participants</li> </ul> <p>Check-in: Oct. 28, 2024 Check-out: Oct. 30, 2024</p>	Nights	10
Lot 2	Meals	<p><b>Buffet Dinner on October 28 and 29, 2024 (5 pax per night)</b></p>	Pax	10
Lot 3	Banquet	<p><b>Function Room and Meals on October 29 and 30, 2024 (25 pax per day for 2 days)</b></p> <p><b><u>Function Room</u></b> requirement:</p> <ul style="list-style-type: none"> <li>▪ U-Shape for 20 pax;</li> <li>▪ High Speed Internet (at least 100mbps);</li> <li>▪ One (1) Projector with Screen Projector;</li> <li>▪ Two (2) Flipcharts and marker;</li> <li>▪ Two (2) Whiteboard and marker;</li> <li>▪ Three (3) Microphones with mic stand;</li> <li>▪ Basic Lights and Sound System;</li> <li>▪ Three (3) Extension Cords;</li> <li>▪ Spacious enough to fit a maximum of 25 pax including the participants and secretariat team</li> </ul> <p><b><u>Meal</u></b> requirement:</p>	Pax	50

		<ul style="list-style-type: none"> <li>▪ AM Snacks</li> <li>▪ Buffet Lunch</li> <li>▪ PM Snacks</li> <li>▪ Buffet Dinner</li> </ul> <p><i>IDLO requires a separate venue for lunch and dinner.</i></p>		
Lot 4	Catering Service	<p><b>Meal Package</b></p> <ul style="list-style-type: none"> <li>- One (1) AM Snacks (non-pork)</li> <li>- One (1) PM Snacks (non-pork)</li> <li>- Buffet Lunch Meal (1 Beef; 1 Chicken; 1 Fish/Seafood; 1 Salad; 1 Soup; 1 Vegetable)</li> <li>- Two (2) Desserts</li> <li>- One (1) Juice/Soda</li> </ul>	Pax	50

**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. PHIL\_2024\_014**

<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 with complimentary breakfast Check-in: Oct. 28, 2024 Check-out: Oct. 30, 2024 <b>(5 rooms x 2 nights)</b>	Nights	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
2.	Meals	Buffet Dinner on October 28 and 29, 2024 <b>(5 pax x 2 nights)</b>	pax	10	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
3.	Banquet	Venue and Meals (Light AM and PM Snacks, and Buffet Lunch) on October 29 and 30, 2024 <b>(25 pax x 2 days)</b>  <i>IDLO requires a separate venue for lunch and dinner.</i>	pax	50	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
4.	Catering Service	Meal Package October 29 and 30, 2024 <b>(25 pax x 2 days)</b>	pax	50	<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
<b>Total Cost of Goods</b>							
<b>Other Charges (please specify)</b>							
<b>12% VAT</b>							
<b>Grand Total</b>							

<p><b>Name, position and signature of the Bidder</b></p>   <hr/> <p><i>Duly authorised to sign this Bid</i></p> <p><b>Date:</b></p>	<p><b>Bidder's Stamp</b></p>
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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\\_august\\_2020.pdf](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/general_terms_and_conditions_for_services_feb_2022.pdf)

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