



Republic of the Philippines
METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM

REQUEST FOR QUOTATION

LEASE OF VENUE FOR THE MWSS-CO GENDER & DEVELOPMENT (GAD) ACTION PLANNING WORKSHOP

Title of the Project	MWSS-CO Gender And Development (GAD) Action Planning	ABC	450,000.00
RFQ No.	MWSS GAD-2018		
Tentative Date	June 21 to 22 or 28 to 29 , 2018	Mode of Procurement	Alternative Method-Small Value Procurement
Contact Person	Marrienne G. Reginaldo	Position	BAC Secretariat Chairperson

DESCRIPTION OF REQUIREMENTS:

1. Title of Activity	MWSS 2018 Gender & Development Action Planning & Budget Planning
2. Duration of the Seminar:	Check-in : 21 or 28 June 2018 check out the next day
3. Location	Outside Metro Manila preferably Batangas, Subic
4. Number of Participants	± 100 (minimum guaranteed 90)
5. Use of facilities	Free use of function room which can accommodate 100 pax, outdoor team building grounds, swimming pools, and amenities Wifi connectivity
a. Day 1	<ul style="list-style-type: none"> • Holding area for participants upon arrival for GAD learning event • Spacious outdoor area (lawn, shaded area) for opening ceremony and GAD activities • Air-conditioned function room that can hold 100 pax with enough space to break into smaller groups. • Table and chairs for 2 secretariat
b. Day 2	Physical activities in the morning for the promotion of physiological well-being &/or physical, emotional & mental health
6. Food Requirements	Actual menus to be approved by MWSS TWG
a. Day 1	PM snacks, managed buffet for dinner
b. Day 2	Managed buffet breakfast, AM Snack, Managed buffet lunch
c. Special Requirement	<ul style="list-style-type: none"> • Free-flowing coffee and water during indoor activities/learning events and water/water stations in strategic locations during outdoor activities • Waived corkage for 10 cases of beers • Designated area for MWSS participants during meal time

7. Accommodation	<p>Air-conditioned rooms with own clean toilet and bath and strong water pressure, furnished with television, closet, beddings, towels, and toiletries for:</p> <ul style="list-style-type: none"> • 2 Twin-Sharing rooms for 4 participants • Quadruple sharing for the other 96 participants
8. Physical and other Special Arrangements	<ul style="list-style-type: none"> • Team Building facilities – indoor and outdoor • Swimming pool / beach • Sound system for indoor and outdoor activities • Registration table for attendance • Outlets for laptop, projector • WI-FI Connection in indoor areas • Complimentary room accommodation for one (1) night for the advance party who will stay overnight before the event (5 pax) • Free parking space for 2 buses and 3 SUV'S /pick-up trucks. • Complimentary WELCOME Banner measuring about 1.5 x 2.5 meters
9. Documentary Requirement	<p>The WINNING service provider shall submit the following documents as a condition for AWARD:</p> <ul style="list-style-type: none"> • Mayor's/Business Permit • PhilGEPS Registration Number • The latest available Income/Business Tax Returns
10. Payment Scheme	<ul style="list-style-type: none"> • The payment shall be made upon the issuance of billing statement of the Service Provider. • Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to 10% of the contract price by the winning Service Provider. • MWSS reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.
11. Submission of Quotation	<p>Quotations must be submitted on or before 1:00 PM, 11 June 2018 addressed to:</p> <p>ATTY. MARRIANNE G. REGINALDO Chairperson, BAC Secretariat Office of the Administrator 4th Floor, MWSS Administration Bldg. MWSS Complex, 489 Katipunan Avenue Balara, Quezon City</p>


ATTY. MARRIANNE G. REGINALDO
Chairperson, BAC Secretariat