



CALAMBA WATER DISTRICT

Lakeview Subdivision Halang Calamba City, Laguna
 Tel. Nos. (049) 545-1614; 545-2728; 545-7895; 545-1389; 545-7981; 545-2863
 Fax: (049) 545-9752

REQUEST FOR QUOTATION

Company Name : _____ Date: _____
 Address : _____ Quotation No. CWD 14-2018
 _____ End-User: Administrative Department
 Tel. No./Fax No. : _____
 T.I.N. : _____

Please quote your lowest price on the item(s) listed, subject to the Terms and Condition stated below and in a sealed envelope submits your quotation duly signed by authorized representative;

Activities	Date and Time	Place / Venue
Pre-Bid Conference	April 30, 2018 @ 1:00pm	2 nd floor CWD Warehouse Building, Lakeview Subdivision, Barangay Halang Calamba City
Opening of Requests for Quotation	May 2, 2018 @ 2:00pm	2 nd floor CWD Warehouse Building, Lakeview Subdivision, Barangay Halang Calamba City

Joel A. Gillera
ENGR. JOSELITO A. GILLERA
 BAC Chairman

TERMS AND CONDITIONS:

1. ALL ENTRIES SHALL BE TYPEWRITTEN
2. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS
3. THE APPROVED BUDGET FOR THE CONTRACT IS AMOUNTING TO **Php 875,000.00**
(BID EXCEEDING THE ABC SHALL BE AUTOMATICALLY DISQUALIFIED)
4. ALL PAGES OF THE SUBMITTED DOCUMENTS MUST BE SIGNED BY THE AUTHORIZED REPRESENTATIVE/S

DOCUMENTARY REQUIREMENTS SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION:

1. PHILGEPS CERTIFICATE OF PLATINUM MEMBERSHIP
2. INCOME AND BUSINESS TAX RETURNS (VAT PAYMENT) LATEST SIX (6) MONTHS
3. OMNIBUS SWORN STATEMENT
4. NET FINANCIAL CONTRACTING CAPACITY

Item no.	ITEM & DESCRIPTION/ TECHNICAL SPECIFICATION	QTY.		UNIT AMT.	TOTAL AMOUNT
1	Supply of Services of an Event Organizer for CWD Summer Outing 2018 Scope: To supply services of an event organizer for CWD Summer Outing 2018 this includes meals, transportation, shirts, tokens and place for recreation on May 11, 2018.	1	lot		Php 875,000.00

<p>The organizer shall provide tour guides and coordinators with each event/ activity. They will also ensure the safety of all employees participating in the tour. They shall submit an itinerary of travel and activities attached in the proposal. They should also provide tour guides with first-aid training for this event.</p> <p>A. Meals</p> <ul style="list-style-type: none"> i. The organizer shall provide breakfast, lunch, dinner, morning snacks and afternoon snacks for all employees participating in the abovementioned event. If ever the meal will be spoiled, it is the liability of the organizer to replace the said spoiled meal. ii. Provide a menu of the meal upon submission of proposal together with sanitary permit of the caterers/food chains/restaurant as to where the food will be coming from. <p>B. Transportation</p> <ul style="list-style-type: none"> i. The organizer shall provide vehicles that would transport all the participating employees throughout the outing. ii. The vehicle shall be complete with travel documents and affiliation with the Philippine Tourism Agency. iii. The vehicle shall have an on-board or on-call mechanic in case of trouble/ malfunction of ACU. A contingency plan shall also be attached to the proposal. iv. The proposal should also consist of bio-data of the driver with the following qualifications: <ul style="list-style-type: none"> 1. Shall have an updated professional driver's license 2. Completion of formal training in passenger carrying vehicle 3. Excellent driving skills and knowledge of traffic regulations and safety protection of passengers. 4. Shall be well verse in the area of travel 5. With more than five (5) – years' experience in driving a fifty (50)-seater tourist bus. 6. No criminal record. Shall provide NBI clearance and latest drug test laboratory result v. One week prior to the day of outing, a company mechanic/ engineer shall inspect the condition of the bus to be used. In case the mechanic shall not approve of the bus, the organizer shall provide a new vehicle that would also be approved by CWD. vi. Condition of bus shall also be checked a day before the activity. <p>C. T-Shirts</p> <ul style="list-style-type: none"> i. Round neck cotton t-shirts with print will be provided by the organizer. The design of shirt will come from the uniform committee of CWD. ii. The issuance of t-shirt is part of the security measures of the tour. Thus, the t-shirts shall be delivered one (1) week prior to the outing. <p>D. Tokens and Prizes</p> <ul style="list-style-type: none"> i. Tokens/ prizes will also be provided by the organizer. ii. There will be a short program that will be hosted by the organizer and they will also prepare activities suited for employees ages 23-65. 			
--	--	--	--

	<p>E. Venue</p> <p>i. The venue shall be within Bataan that could accommodate two-hundred fifty (250) employees of CWD.</p> <p>F. Tarpaulin</p> <p>i. The organizer shall provide the tarpaulin to be placed on the bus and on the venue.</p> <p>II. Specifications</p> <p>a. Meals</p> <p>i. Breakfast- Preferably Silog Meals</p> <p>ii. Snacks- Healthy snacks (e.g. sandwich)</p> <p>iii. Lunch- Local Delicacy of Bataan</p> <p>iv. Dinner- Light meal that could be consumed either before or during traveling back</p> <p>b. Transportation</p> <p>i. The means of transport will be in a form of five (5), fifty (50) – seater, fully air-conditioned tourist bus which would accommodate 250 participants with a plus or minus five percent (5%) deviation.</p> <p>ii. The tourist bus shall include the following:</p> <ol style="list-style-type: none"> 1. Medicine Kit/ First Aid Kit 2. Tool Kit (for car troubleshooting in case of emergency) 3. Emergency kit (e.g. Fire hydrants and glass breaker) 4. Spare Tire <p>c. Shirts</p> <p>i. Material: Cotton</p> <p>ii. Color: White</p> <p>iii. Type: Round-neck</p> <p>iv. Design: To be provided by Uniform committee of CWD</p> <p>v. Sizes:</p> <p>The sizes will vary from the following:</p> <ol style="list-style-type: none"> 1. Women: Extra Small (XS), Small (S), Medium (M), Large (L), Extra Large (XL) 2. Men : Small (S), Medium (M), Large (L), Extra Large (XL), Double Extra Large (2XL), Triple Extra Large (3XL) <p>Quantity from each size will be provided by the special events committee of CWD.</p> <p>Sample shirt shall also be provided by the organizer for proper shirt fitting.</p> <p>d. Tokens and Prizes</p> <p>i. Tokens shall be something useful yet memorable. It shall remind them of their experience of the Summer Outing 2018.</p> <p>ii. Prizes could be in cash or in kind form. The special events committee members and organizers shall go hand-in-</p>				
--	---	--	--	--	--

<p>hand in the giving of prizes to winning participants.</p> <p>e. Venue i. Bataan area- preferably heritage sites such as Las casas and Mt. Samat and a nearby resort.</p> <p>f. Tarpaulin i. Size: 3' x 5' ----nothing follows----</p>				
Approved Budget for the Contract Php				875,000.00

ITINERARY	
Bus Reporting	3:00AM
Exact Time of Departure	4:00AM
Stopover	5:00AM
Mt. Samat Shrine	8:00AM
Exact Time of Arrival - Las Casas De Acuzar	10:00AM
Lunch	12:00NN
Swimming and Program	1:00PM to 4:00PM
Exact Time of Arrival - Calamba	7:00PM

Price Validity : _____

After having carefully read and accepted your General Conditions, I/We quote on the item(s) at prices noted above.

Printed Name/Signature/Date

Tel. No. /Cellphone No./ e-mail address