



Republic of the Philippines  
Department of Justice  
**PAROLE AND PROBATION ADMINISTRATION**  
DOJ Agencies Bldg., NIA Road corner East Avenue,  
Diliman, Quezon City 1101



Telefax (02) 927-6821 or Email: [dojppapropertysection@gmail.com](mailto:dojppapropertysection@gmail.com) **BAGONG PILIPINAS**

RFQ No. 2024 - 007

REQUEST FOR QUOTATION

Line Item No.	Description	Procurement Mode	Quantity	Unit	Unit Price	TOTAL
1	<p><b>LEASE OF VENUE WITH MEALS</b></p> <p>Date: March 18-22, 2024</p> <p><b>For 29 pax - 5D/4N</b> Arrival: March 18, 2024 Departure: March 22, 2024 Room requirements: 1 Single - occupancy 14 double - occupancy</p> <p><b>For 19 pax - 4D/3N</b> Arrival: March 18, 2024 Departure: March 21, 2024 Room requirements: 1 Single - occupancy 9 double - occupancy</p> <p><b>Meals</b> Day 1 (March 18) – check-in for 48 pax Buffet/managed buffet lunch, PM Snacks, Buffet/managed buffet dinner</p> <p>Day 2 - 3 (March 19-20) for 48 pax Breakfast, AM Snack, Buffet/managed buffet lunch, PM snack, Buffet/managed buffet dinner</p> <p>Day 4 (March 21) for 50 pax Breakfast, AM Snack, Buffet/managed buffet lunch for 29 pax PM Snacks, Buffet/managed buffet dinner</p>	Small Value Procurement (SVP)				

Line Item No.	Description	Procurement Mode	Quantity	Unit	Unit Price	TOTAL
1	<p>Day 5 (March 22) for 29 pax Breakfast, AM Snack, Buffet/managed buffet lunch</p> <p><b>Inclusion:</b></p> <ol style="list-style-type: none"> <li>1. Use of function room for max of 48 pax</li> <li>1. Day 1-3 (Workshop set-up)</li> <li>2. Day 1 – 1PM to 6PM, Day 2 – 8AM to 6PM</li> <li>3. Day 3 – 8AM to 9PM</li> <li>4. Day 4-5 (Conference (U-shape) set-up)</li> <li>5. Day 4 – 8AM to 6PM, Day 5 – 8AM to 2PM</li> <li>2. Use of basic meeting equipment such as projector screen, flipchart/white board with markers and erasers, podium and at least four (4) microphones</li> <li>6. Provision of extension cords (preferably per round table), with no additional charge for electricity for use of laptops and printer</li> <li>7. Complimentary parking slots for service vehicles of participants</li> <li>8. Free Wi-Fi Access during the function</li> <li>9. Free flowing coffee/tea and mints/nuts during the function</li> <li>10. Technical Staff Assistance</li> <li>11. Notepads (replenished daily), pens/pencils</li> </ol>	Small Value Procurement (SVP)	1	Lot		

Purpose: For the conduct of DOJ-PPA 2024-2028 Strategic Planning and 1st Quarter Executive Conference.



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Requested by:

  
**JOSE BONIFACIO A. ORENDAIN**  
Chief, Administrative Division

Canvassed by:

  
**SIR R. BIRION**  
Buyer/Canvasser

**DEALER'S INFORMATION**

Supplier's Profile	Terms and Conditions
Business Name: _____	1. <u>Payment Terms:</u> [ ] w/in 30 C.D. upon delivery [ ] Cheque-On-Delivery
Business Address: _____	2. <u>Delivery Terms:</u> [ ] FOB Destination (Delivery) [ ] FOB Destination (Pick-up)
Contact Number/s: _____	3. <u>BIR Registration:</u> [ ] VAT [ ] Non-VAT
_____ (Signature Over Printed Name of Authorized Representative)	4. TIN: _____
_____ (Date Signed)	