



REPUBLIC OF THE PHILIPPINES  
**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**  
*Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon*  
Malacañang, Manila

**REQUEST FOR QUOTATION**

*Lease of Privately-Owned Venue<sup>1</sup>*

1. The Presidential Communications Operations Office (PCOO), through the General Appropriations Act of \_\_\_\_\_ (YEAR) intends to apply the sum of PHP \_\_\_\_\_ (ABC), being the Approved Budget for the Contract (ABC), to payments under the contract for  
  
Procurement of Lease of Venue for the 2019 FOI Summit and Awards  
No. 2019-11-0368  
\_\_\_\_\_  
(NAME OF PROJECT AND CONTRACT NO.)
2. The PCOO now requests for the submission of **PRICE QUOTATIONS (PAGE 4)** for the lease of venue within the vicinity of: \_\_\_\_\_ (LOCATION),  
to be submitted to the **PCOO Bids and Awards Committee (BAC) Secretariat** at the New Executive Building, Malacañang, Manila, on or before \_\_\_\_\_ (DATE OF DEADLINE),  
\_\_\_\_\_ (TIME OF DEADLINE).
3. Opening of quotations will be held at \_\_\_\_\_ (VENUE),  
Malacañang, Manila, on \_\_\_\_\_ (DATE OF OPENING), \_\_\_\_\_ (TIME OF OPENING).
4. The venue offered shall be rated based on its compliance rating with the Technical Specifications that will be hereinafter discussed.
5. Interested lessors must submit their **Mayor's/Business Permit, PhilGEPS Reg. No., Income/Business Tax Return, Omnibus Sworn Statement, BIR Form No. 2303 (Certificate of Registration)**:  
  
[ ] UPON SUBMISSION OF OFFER [ ] UPON EVALUATION OF OFFER [ ] BEFORE ISSUANCE OF NOTICE OF AWARD [☒] PRIOR TO PAYMENT
6. For more information, kindly contact the PCOO BAC Secretariat through tel. no. **8-733-0790** and/or e-mail at **pcoo.bac@gmail.com**.

----- PROOF OF RECEIPT -----	
RECEIVED BY	: _____
DESIGNATION	: _____
DATE	: _____

<sup>1</sup> Guideline V(D)(9), Appendix A, and Appendix B of Annex "H" of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (RIRR).

TECHNICAL SPECIFICATIONS

NAME OF PROJECT : Procurement of Lease of Venue for the 2019 FOI Summit and Awards  
CONTRACT NO. : No. 2019-11-0368  
PASSING RATE : 90 %

LESSOR :

	RATING FACTORS	WEIGHT (%)	RATING
I.	AVAILABILITY	100	
II.	LOCATION AND SITE CONDITION		
	1. ACCESSIBILITY		
	2. PARKING SPACE		
		100	
III.	NEIGHBORHOOD DATA		
	1. SANITATION AND HEALTH CONDITION		
	2. POLICE AND FIRE STATION		
	3. RESTAURANT		
	4. BANKING AND POSTAL		
		100	
IV.	VENUE		
	1. STRUCTURAL CONDITION		
	2. FUNCTIONALITY		
	A. CONFERENCE ROOMS		
	B. ROOM ARRANGEMENT (E.G., SINGLE, DOUBLE, ETC.)		
	C. LIGHT, VENTILATION, AND AIR CONDITIONING		
	D. SPACE REQUIREMENTS		

CONFIRMED AS IN CONFORMITY  
WITH THE REQUIREMENTS OF THE  
END-USER UNIT:

(SIGNATURE OVER PRINTED NAME)  
End-User Unit Representative

CONFIRMED AS IN CONFORMITY  
WITH THE REQUIREMENTS OF THE  
END-USER UNIT:

(SIGNATURE OVER PRINTED NAME)  
*End-User Unit Representative*

PRICE QUOTATION FORM

NAME OF PROJECT : Procurement of Lease of Venue for the 2019 FOI Summit and Awards  
CONTRACT NO. : 2019-11-0368  
APPROVED BUDGET :  
LESSOR :

Item No.	Description	Price (inclusive of all costs and applicable taxes)
1	LEASE OF VENUE • Location :	PHP

CONFIRMED AS IN CONFORMITY  
WITH THE REQUIREMENTS OF THE  
END-USER UNIT:

(SIGNATURE OVER PRINTED NAME)  
End-User Unit Representative

After careful review of this Request for Quotation, undersigned accepts its conditions and submits the above price quotation for the captioned procurement project.

NAME OF LESSOR :  
SIGNATURE OVER PRINTED NAME :  
DESIGNATION :  
DATE :