



Office of the President of the Philippines  
PRESIDENTIAL COMMUNICATIONS OFFICE  
Manila

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Date : 25 September 2024  
RFQ No. : 2024-09-TF-189-2

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
TIN : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The **Presidential Communications Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Lease of Real Property and Venue under Section 53.10** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Lease of Venue with Meals, Accommodation, and Technical Requirement for the Main Event of the DOE You Have the Power Campaign (Procurement/Contract No. 2024-09-TF-189-2)**, with an Approved Budget for the Contract in the amount of **One Million Five Hundred Fifty Thousand Three Hundred Pesos (PHP 1,550,300.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Kindly submit this RFQ **via e-mail (bac1@pco.gov.ph)** duly accomplished and signed by you or your duly authorized representative **not later than 02 October 2024 at 10:00 A.M<sup>1</sup>**.

May we also request your good office to submit the following documentary requirements:

1. PhilGEPS registration number (**kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard.**)
2. Valid Mayor's/Business Permit (for recently expired permit, please attach a copy of the Official Receipt as proof of renewal.);
3. Latest Income/Business Tax Return;
4. Duly Signed/Accomplished Omnibus Sworn Statement (*template attached hereto as Annex "A".*) **to be Notarized by the eligible Lowest/Single Calculated Bidder.**; and
5. **Copy of BIR form no. 2303** (for the purpose of processing payment once identified as the winning supplier and after delivery.

For any clarification, you may contact us via email at [bac1@pco.gov.ph](mailto:bac1@pco.gov.ph).

<sup>1</sup> In case there is suspension of work (due to declaration of special non-working day or fortuitous event) on the scheduled deadline for submission and opening of Price Quotation, said deadline shall be moved to the next working day at same venue and time.

(Original Signed)  
**MILDRED A. GACUTAN**  
 BAC Secretariat

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.
5. For suppliers that submitted an accomplished RFQ within the initial deadline, the BAC Secretariat may require the submission of a correct/updated documentary requirement within a given set deadline in case of an incomplete or defective eligibility documents.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Lease of Venue with Meals, Accommodation, and Technical Requirement for the Main Event of the DOE You Have the Power Campaign</b> <b>(Procurement/Contract No. 2024-09-TF-189-2)</b> <i>Important Note: State “Comply” in the column “Statement of Compliance” against each of the individual parameters of the each “Specifications”.</i>	
<b><i>Technical Specifications</i></b>	<b><i>Statement of Compliance</i></b>
<p><b>Event Details: Lease of Venue with Meals, Accommodation, and Technical Requirement for the Main Event of the DOE You Have the Power Campaign</b></p> <p><b>I. Nature of Event:</b> Main Event for the DOE You Have the Power Campaign</p> <p><b>II. Number of Attendees:</b> See venue and meal requirements</p> <p><b>III. Participants:</b> DOE &amp; PCO-DMS officials and staff, school officials/representative, stakeholders, contest winners, students from different schools, and media representatives</p> <p><b>IV. Event Date:</b> November 11-13, 2024 <b>(Tentative)</b></p> <p><b>V. Event Time:</b> See venue and meal requirements</p> <p><b>Please Note:</b> Event date and time is subject to change. Final date and time will be determined by PCO-UDMS.</p>	
<p><b>Venue Requirements:</b></p> <p><b>I. Function Space / Meeting Room:</b></p> <p style="margin-left: 20px;"><b>a. Function Space for One Hundred Seventy (170) pax</b></p> <ul style="list-style-type: none"> <li>• <b>Date:</b> November 12, 2024</li> <li>• <b>Time:</b> 1:00 PM – 6:00 PM (5 hours)</li> <li>• <b>Set-up Style:</b> Banquet Style / Round Table</li> </ul>	

<p><b>II. Parking:</b> Complimentary cark park allotment for at least 15 vehicles with valet assistance (Parking fee waived)</p> <p><b>III. Venue within Metro Manila, preferably in Makati City or Pasay City</b></p> <p><b>IV. Venue design:</b></p> <ol style="list-style-type: none"> <li>a. <b>Set-up:</b> 6-12hrs before the event time</li> <li>b. <b>Pull-out:</b> 1-2hrs after the event proper</li> </ol>	
<p><b>Meal Requirements:</b></p> <p><b>I. Buffet Set-up:</b> Lunch &amp; Dinner for Sixty-Two (62) pax</p> <ul style="list-style-type: none"> <li>• <b>Date:</b> November 11, 2024</li> <li>• <b>Time:</b> 12:00 PM (Lunch) and 6:00 PM (Dinner)</li> </ul> <p><b>II. Buffet Set-up:</b> Lunch &amp; PM Snack for One Hundred Seventy (170) pax</p> <ul style="list-style-type: none"> <li>• <b>Date:</b> November 12, 2024</li> <li>• <b>Time:</b> 12:00 PM (Lunch), and 3:00 PM (PM Snack)</li> </ul> <p><b>III. Buffet Set-up:</b> Dinner for Sixty-Two (62) pax</p> <ul style="list-style-type: none"> <li>• <b>Date:</b> November 12, 2024</li> <li>• <b>Time:</b> 6:00 PM (Dinner)</li> </ul> <p><b>IV. Buffet Set-up:</b> Lunch for Sixty-Two (62) pax</p> <ul style="list-style-type: none"> <li>• <b>Date:</b> November 13, 2024</li> <li>• <b>Time:</b> 12:00 PM (Lunch)</li> </ul> <p><b>V. Requirements:</b></p> <ol style="list-style-type: none"> <li>a. Inclusive of rice, choices of meats between pork, chicken, beef, and fish, entrée, appetizer, soup, salad, side dishes, dessert, and drink etc.</li> <li>b. Service charge, waiters / servers, delivery charge, utensils (e.g., spoons, forks, cups, and tissue are available) and other related expenses included</li> <li>c. Food menu and tasting, subject for approval of PCO- OUDMS, 2 to 5 days prior to actual event.</li> <li>d. Must comply with food and safety laws</li> <li>e. Food menu arrangement must consider the allergies and food restriction of the guests.</li> </ol>	
<p><b>Technical Requirements:</b></p> <p><b>Rental for 5 hours</b> (November 12, 2024, 1pm – 6pm)</p> <ol style="list-style-type: none"> <li>I. 1 set of LED Wall Screen w/ high refresh rate <b>9ftH x 12ftL</b></li> <li>II. 6 units of wireless microphone for hosts, speakers, and interactor from guest participant</li> <li>III. 1 lot of basic light equipment</li> <li>IV. 1 lot of basic sound equipment</li> <li>V. 1 50" TV prompter with stand (upon request)</li> </ol> <p><b>Other Requirements:</b></p> <ol style="list-style-type: none"> <li>I. Inclusive of installation, dismantling, transportation expenses, crew meals, all costs and applicable taxes to the proposed quotation.</li> </ol>	

<p>II. Supplier to set-up 4 to 12 hrs before the event and dismantle after the event proper.</p>	
<p><b>Room Requirements:</b></p> <p><b>Room Accommodations: for 62 pax</b></p> <p>I. <b>Check in:</b> November 11, 2024, 12:00 nn</p> <p>II. <b>Check out:</b> November 13, 2024, 12:00 nn</p> <p>III. <b>Room Type:</b></p> <ul style="list-style-type: none"> <li>• <b>12 Single occupancy rooms</b> (12 pax – School Representatives and DOE Officials)</li> <li>• <b>9 Double sharing rooms</b> (18 pax – student with one guardian or parent)</li> <li>• <b>8 Quadruple sharing rooms</b> (32 pax – DOE and PCO-DMS team)</li> </ul> <p>IV. <b>Inclusions:</b> Complimentary Buffet breakfast for 62 pax</p>	
<p><b>Transportation Service Requirements:</b></p> <ul style="list-style-type: none"> <li>• <b>Van Capacity:</b> 9 passengers</li> <li>• <b>Number of Van/s:</b> 2 units (1 unit / day)</li> <li>• <b>Description:</b> (9) Seater Van Rental Service with Chauffeur</li> <li>• <b>Requirements:</b> Car Charter for 8 hours. Airport/Hotel pick-up and drop-off only, both to and from the airport/hotel.</li> <li>• <b>Date:</b> <ul style="list-style-type: none"> <li>○ November 11, 2024, 9 AM – 5 PM (Tentative)</li> <li>○ November 13, 2024, 9 AM – 5 PM (Tentative)</li> </ul> </li> </ul> <p><b>Please Note:</b></p> <ul style="list-style-type: none"> <li>• No overnight stay included.</li> <li>• An actual photo of the vehicle must be sent before the date of usage. If the offered vehicle is unavailable, the replacement vehicle must be of equal or greater quality.</li> <li>• Quotation <b>MUST INCLUDE</b> the driver's meal, gasoline, toll fees, overtime surcharge (if applicable), and other applicable charges.</li> <li>• The date may change two (2) weeks before or up to four (4) weeks after the indicated date herein.</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Vehicles must be disinfected, and disinfection supplies, such as alcohol or disinfectant sprays, should be stored inside the vehicles.</li> <li>• Comprehensive vehicle insurance must be current/updated.</li> <li>• The vehicle must be in mint condition, roadworthy, and equipped with all legally required safety features, such as seat belts and airbags.</li> </ul>	

<p><b>ADDITIONAL REQUIREMENT/S:</b></p> <ol style="list-style-type: none"> <li>I. Final or additional requirements and instructions shall be determined by the authorized representative from the PCO-UDMS.</li> <li>II. Authorized Representative from PCO-UDMS shall visit or examine the proposed venue and function room provided by the supplier at least a week prior.</li> <li>III. Date and time may change one (1) week prior to the event date.</li> </ol>	
<p><b>General Conditions:</b></p> <ol style="list-style-type: none"> <li>I. The passing rate on the reasonableness of rental rates for Lease of Venue is set at <b>90%</b>;</li> <li>II. The date may change two weeks prior or four weeks after the indicated date;</li> <li>III. Supplier shall submit signed proposal/quotation and submit details of your company;</li> <li>IV. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative;</li> <li>V. Supplier must be <b>PhilGEPS Accredited (at least Red Membership registration)</b>;</li> <li>VI. Payment will be on a <b>SEND BILL ARRANGEMENT</b>, i.e., full payment will be made after the completion of the event of delivery of the service/product;</li> <li>VII. Price validity shall be for a period of sixty (60) calendar days;</li> <li>VIII. Price quotations shall be inclusive of all costs and applicable tax (i.e., bank charges, VAT, other charges, energy fee, consultants fee, agency fee, etc.);</li> <li>IX. Payment processing is after service/product have been delivered; and</li> <li>X. Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charge/s.</li> </ol>	

**FINANCIAL OFFER**

Please quote your **best offer**. Please do not leave any blank item. Indicate “0” if item being offered is for free.

<p align="center"><b>Lease of Venue with Meals, Accommodation, and Technical Requirement for the Main Event of the DOE You Have the Power Campaign (Procurement/Contract No. 2024-09-TF-189-2)</b></p> <p><b>ABC: One Million Five Hundred Fifty Thousand Three Hundred Pesos (PHP 1,550,300.00)</b></p>				
<p align="center"><b>Your Unit price Offered Quotation in Words</b></p>	<p align="center"><b>Unit Price</b></p>	<p align="center"><b>Quantity and Unit of Measure</b></p>	<p align="center"><b>Your total price offered Quotation in Words</b></p>	<p align="center"><b>Total Price</b></p>

		Day 1: 62 pax Day 2: 170 pax Day 3: 62 pax		
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**Terms of Payment:**

*Payment shall be made through Land Bank’s LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor’s account.*

**Payment Details:**

*Banking Institution:*

*Account Number:*

*Account Name:*

*Branch:*

**TERMS AND CONDITIONS:**

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The PCO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor or consultant.**
10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the

value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name	
Position/Designation	
Office Telephone/ Fax/ Mobile Nos	
Email address/es	