



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 02 October 2024

RFQ No. : **2024-09-195**

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 for the Presidential Communications Office CommUnity Campus Caravan Awarding Ceremony (Procurement/Contract No. 2024-09-195)**, with an Approved Budget for the Contract in the amount of **Two Million Nine Hundred Six Thousand Four Hundred Pesos. (PHP 2,906,400.00)**.

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 03 October 2024 at 4:00 P.M¹**.

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.

(Original Signed)
MILDRED A. GACUTAN
BAC Secretariat

¹ 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.



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:

Lease of Venue for the Presidential Communications Office CommUnity Campus Caravan Awarding Ceremony (Procurement/Contract No. 2024-09-195) <i>Important Note: State “Comply” in the column “Statement of Compliance” against each of the individual parameters of the each “Specifications”.</i>	
Technical Specifications	Statement of Compliance
<p>Required location: Pasay City and/or within six (6) kilometers near the airport</p> <p>Event Details:</p> <ul style="list-style-type: none">I. Nature of Event: Awarding Ceremony for PCO Community Campus CaravanII. Number of Attendees: Day 1: 190 pax Day 2: 250 paxIII. Invited Guest: PCO Officials and Personnel, Student, Parents, and School representativeIV. Event Date: October 24-26, 2024 Event Time: See venue and meal requirementsV. Mobilization / Set up: 12:00 AM – 8:30 AMVI. Demobilization / Dismantling: After the event proper <p>Please Note: Event date and time is tentative / awaiting confirmation from the PCO-ODMS.</p>	
<p>Venue Requirements:</p> <ul style="list-style-type: none">I. Function Space / Ballroom:<ul style="list-style-type: none">a. Function Space for Two Hundred fifty (250) pax<ul style="list-style-type: none">• Date: October 24, 2024• Time: 12:00 PM – 5:00 PMII. Holding room: For forty (40) pax for Day 1III. Set-up Style:<ul style="list-style-type: none">a. Venue has to provide round tables and chairs for Two Hundred Fifty (250) paxb. Round table / Banquet styleIV. Table Arrangement:	

<ul style="list-style-type: none"> a. Center pieces for each table b. Name cards and/ or Table number for each table c. Table cloth and Chair Cover V. Parking: Complimentary car park allotment for at least 30 vehicles with valet assistance. VI. Mobilization and Demobilization: <ul style="list-style-type: none"> a. Mobilization: 6hours – 10 hours before the event b. Demobilization: After the event proper VII. Other Requirement/s: Free of Charge <ul style="list-style-type: none"> a. Provide alcohol dispensers at the entrance / registration area b. Rostrum/ Podium for the stage c. Two (2) secretariat table and three (3) chairs d. Use of Event signage(s) / Signboard(s) e. Air-conditioned function room / venue f. Inclusive of stage & venue décor set up hours g. Use of Stanchions post with Rope / Retractable Belt (Quantity upon request of PCO-UDMS) h. Black table cloth for Registration tables VIII. Venue must be within Pasay City or within six (6) kilometers near the airport 	
<p>Meal Requirements:</p> <p>Food and Beverage Requirements:</p> <ul style="list-style-type: none"> I. Buffet Set-up: Lunch & Dinner for one ninety (190) pax Day 1: <ul style="list-style-type: none"> a. Date: October 24, 2024 b. Time: 12:00 PM (Lunch) & 6:00 PM (Dinner) II. Buffet Set-up: Lunch for 250 pax & Dinner for 190 pax Day 2: <ul style="list-style-type: none"> a. Date: October 25, 2024 b. Time: 12:00 PM (Lunch) & 5:00 PM (Dinner) <p>Requirements:</p> <ul style="list-style-type: none"> a. Inclusive of rice, choices of meats between pork, chicken, beef, and fish, appetizer, soup, salads, side dishes, dessert, and drinks etc. b. Service charge, waiters / servers, delivery charge, utensils (e.g., spoons, forks, cups, and tissue are available) and other related expenses included c. The final count and menu order to be determined by PCO-UDMS. d. Food menu and tasting, subject for approval of PCO-UDMS, 2 to 5 days prior to actual event. e. Must comply with food and safety laws f. Food menu arrangement must consider the allergies and food restriction of the guests. 	
<p>Technical Requirements:</p>	

<p>Rental for 5 hours (October 25, 11:00AM – 5:00 PM)</p> <ul style="list-style-type: none"> I. 1 set of LED Wall Screen w/ high refresh rate 11 ft H x 12 ft L II. 6 units of wireless microphone for hosts, speakers, and interactor from guest participant III. 1 lot of basic light equipment IV. 1 lot of basic sound equipment V. 1 50" TV prompter with stand VI. 2 sets of up light equipment for photobooth and venue entrance <p>Other Requirements:</p> <ul style="list-style-type: none"> I. Inclusive of installation, dismantling, transportation expenses, crew meals, all costs and applicable taxes to the proposed quotation. II. Supplier to set-up 4 to 12 hours before the event and dismantle after the event proper. 	
<p>Room Requirements:</p> <p>Room Accommodations: for 190 pax</p> <ul style="list-style-type: none"> I. Check in: October 24, 2024, 2:00 PM (Tentative) II. Check out: October 26, 2024, 12:00 PM III. Room Type: <ul style="list-style-type: none"> a. 140 rooms for double occupancy b. 50 rooms for single occupancy <p>Inclusions: Complimentary Buffet breakfast for 190 pax for day 1 & day 3</p>	
<p>Transportation Service Requirements:</p> <p>Vehicle Requirement:</p> <ul style="list-style-type: none"> I. Van Capacity: Up to 10-12 pax II. Description: (Up to 10-12 pax) Seater Van Rental Service Chauffeur. III. Number of Van/s: Standby vehicle at least 2 vans for Day 2 only IV. Requirements: Car Charter for 8 hours. V. Date: October 25, 2024, 9:00 AM- 5:00 PM (Tentative) <p>Please Note:</p> <ul style="list-style-type: none"> a. 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. b. Quotation MUST INCLUDE the driver's meal, gasoline, toll fees, overtime surcharge (if applicable), and other applicable charges. c. The date may change two (2) weeks before or up to four (4) weeks after the indicated date herein. <p>Other Requirements:</p> <ul style="list-style-type: none"> a. Vehicles must be disinfected, and disinfection supplies, such as alcohol or disinfectant sprays, should be stored inside the vehicles. 	

<ul style="list-style-type: none"> b. Comprehensive vehicle insurance must be current/updated. c. The vehicle must be in mint condition, roadworthy, and equipped with all legally required safety features, such as seat belts and airbags. 	
<p>ADDITIONAL REQUIREMENT/S:</p> <ul style="list-style-type: none"> I. Final or additional requirements and instructions shall be determined by the authorized representative from the PCO-UDMS. 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. III. Date and time may change one (1) week prior to the event date. 	
<p>General Conditions:</p> <ul style="list-style-type: none"> I. The passing rate on the reasonableness of rental rates for Lease of Venue is set at 90%; II. The date may change two weeks prior or four weeks after the indicated date; III. Supplier shall submit signed proposal/quotation and submit details of your company; IV. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative; V. Supplier must be PhilGEPS Accredited (at least Red Membership registration); VI. Payment will be on a SEND BILL ARRANGEMENT, i.e., full payment will be made after the completion of the event of delivery of the service/product; VII. Price validity shall be for a period of sixty (60) calendar days; 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.); IX. Payment processing is after service/product have been delivered; and X. Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charge/s. 	

FINANCIAL OFFER

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

Lease of Venue for the Presidential Communications Office CommUnity Campus Caravan Awarding Ceremony (Procurement/Contract No. 2024-09-195) ABC: Two Million Nine Hundred Six Thousand Four Hundred Pesos (PHP 2,906,400.00)				
<i>Your Unit price Offered Quotation in Words</i>	<i>Unit Price</i>	<i>Quantity and Unit of Measure</i>	<i>Your total price offered Quotation in Words</i>	<i>Total Price</i>
		1 Lot		

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	