



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 09 October 2024

RFQ No. : **2024-10-214**

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 and other requirements for the Conduct of 82nd PCO Anniversary 2024 (Procurement/Contract No. 2024-10-214)**, with an Approved Budget for the Contract in the amount of **Three Million Nine Hundred Thirty-Nine Thousand Nine Hundred Seventy-Five Pesos (PHP 3,939,975.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ [via e-mail \(bac1@pco.gov.ph\)](mailto:bac1@pco.gov.ph) duly accomplished and signed by you or your duly authorized representative **not later than 11 October 2024 at 2:00 PM¹**.

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; and
4. Duly Signed/Accomplished Omnibus Sworn Statement (*template attached hereto as Annex "A".*) **to be Notarized by the eligible Lowest/Single Calculated Bidder.**
5. **Copy of BIR form no. 2303** (for the purpose of processing payment once identified as the winning supplier and after delivery.

¹ In case there is a suspension of work (due to the declaration of a 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 the same venue and time.



For any clarification, you may contact us via email at bac1@pco.gov.ph

(Original Signed)
JOHN JAFET A. SORIANO
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:

<u>Lease of Venue with Meals and other requirements for the Conduct of 82nd PCO Anniversary 2024 (Procurement/Contract No. 2024-10-214)</u>	
<i>Important Note: State “Comply” in the column “Statement of Compliance” against each of the individual parameters of each “Specifications”.</i>	
<i>Technical Specifications</i>	<i>Statement of Compliance</i>
Details: 82nd PCO Anniversary 2024 Location: Within Metro Manila Number of Attendees: Six Hundred (600) pax Participants: VIPs, PCO Personnel, and attached Agency Officials Event Date: October 25, 2024 Event Time: 4:00 PM to 12:00 MN Mobilization: October 25, 2024 (12:00 MN) Demobilization: October 26, 2024 (3:00 AM Tentatively)	
FUNCTION ROOM GOOD FOR 600 PAX Inclusions: I. Use of Function Room for at least eight (8) hours (Tentatively 4:00 PM to 12:00MN); II. Can accommodate Six hundred (600) pax, at least with minimum requirements of 500 - 700 square meters. III. Tables and Chairs requirement: a. VIP Tables and Chairs good for 98 pax (included in 600 pax); b. Four (4) round table set-up with at least 11 chairs each c. Three (3) round table set-ups with at least 10 chairs each	

	<p>d. Two (2) round table set-ups with at least 12 chairs each</p> <p>e. Forty-nine (49) rectangle/square table set-up with at least 10-11 chairs each,</p> <p>f. Eight to Ten (8-10) Cocktail Tables;</p>	
<p>IV. Inclusive of a registration area set up in front of the venue;</p> <p>V. Welcome Monitor and signages for the guidance of PCO personnel;</p> <p>VI. High ceiling and fully air-conditioned hall;</p> <p>VII. Podium, Philippine Flag, and flag stand for PCO Flag;</p>		
<p>VENUE AND TECHNICAL REQUIREMENTS:</p> <p>I. Venue must be available on October 25, 2024, from 4:00 PM – 12:00 MN (8 hours);</p> <p>II. Inclusion of 9 x 12 feet LED photo wall with accent lights</p> <p>III. Inclusion of Red Carpet (from the entrance to LED photo wall)</p> <p>IV. Stage (preferred size of 14 ft x 32 ft x 2ft) with LED wall main stage size: 10ft x 16ft and side by side LED wall (2 sets) size: 12.5ft x 7.8ft;</p> <p>V. Provision of Speakers, Condensers, and all audio equipment;</p> <p>VI. Inclusive of a technical booth inside the venue, preferably near the stage with directors for lights, sounds, and technical matters;</p> <p>VII. Inclusion of ten (10) Communications Headsets for organizers;</p> <p>VIII. At least Ten (10) Extension cords strategically placed within the Venue;</p> <p>IX. Four (4) wireless microphones;</p> <p>X. Splitter cable;</p> <p>XI. Secured Wi-fi access for the participant (at least 100mbps) with a password;</p> <p>XII. Table and Flower Arrangement for Mass at the stage altar;</p> <p>XIII. Inclusion of Program Ushers for the VIP's.</p>		
<p>MEAL REQUIREMENTS FOR 600 PAX ON 25 OCTOBER 2024:</p> <p>Inclusions:</p> <p>I. Inclusive of uniformed waiters/servers;</p> <p>II. Inclusive of use of plates, drinking glasses, and utensils;</p> <p>III. Waive of corkage fees for outside food and drinks;</p> <p>IV. Inclusion of centerpieces for table arrangements;</p> <p>V. Provision of Food Tasting as part of the evaluation;</p>		

<p> VI. Appetizer to be served upon start of the program; VII. Buffet Style Dinner (Soup, Salad, Chicken, Beef, Pork, Vegetables, Rice, Pasta, Dessert, and Unlimited Drinks) for 600 pax to be served by 07:00 PM onwards; VIII. Plated Managed Buffet (Platter Style) Dinner (Soup, Salad, Chicken, Beef, Pork, Vegetables, Rice, Pasta, Dessert, and Unlimited Drinks) for 100 pax (VIPs) which will be served by 07:00 PM; IX. Cocktails (finger foods, nuts, drinks); X. Free-flowing Coffee, Tea, Juice, and Water; XI. Inclusion of four (4) lechons with designated chopping station and food warmer. </p> <p>Note: Dishes with pork must be separately cooked from other dishes concerning PCO personnel who do not eat pork or cannot eat pork.</p>	
<p>OTHER REQUIREMENTS:</p> <p> I. Provision of at least 100 Complimentary Parking; II. Sanitation and Health conditions: proper garbage facilities and compliance with the health and sanitation standards required under the Sanitation Code of the Philippines; III. Structural condition: the building is made of concrete and structural steel materials or a combination of both; IV. Continuous water supply & accessible comfort room; V. Operational Elevator/ Escalator (24/7), if applicable; VI. Accessible emergency exit and alarm standby fire extinguisher and automatic sprinkler; VII. Available Telephone and/or Internet Connection within the premises of the building. </p>	
REQUIREMENTS FOR MIRROR BOOTH AND 360 BOOTH	
<p>Description/ Technical Specifications for Mirror Booth Set Up:</p> <ul style="list-style-type: none"> - Date and Time: 25 October 2024; 4:00 PM – 10:00 PM; - Venue: Within Metro Manila <p>Inclusion/s: - Six (6) hours of booth operation - 60" Mirror with an animated countdown (optional);</p>	
<ul style="list-style-type: none"> - Interactive Mirror Interface (optional): *Guests may choose from 3 different layouts *Signature of guest (optional); - Unlimited photo shooting - Layout designing 	

<ul style="list-style-type: none"> - 4"x6" (Single copy per photo session) or 2 copies of "2x6" (Strip) prints - Choice of Curtain Backdrop color: White, Blue & Yellow; - Use of fun props for guests to enjoy (optional) - Stop time (maximum of 1 hour) - Online Gallery - After the event, all soft copies of pictures must be sent or transferred to the hard drive/ flash drive or sent via Google Drive. 	
<p>Description/ Technical Specifications for 360 Booth Set Up: Inclusion/s:</p> <ul style="list-style-type: none"> - Six (6) hours of UNLI use of 360 booths; - 15 to 20-second 360 video (complete with audio and visual animated overlay); - Professional 360 Booth setup using high-quality studio lights; - Customized animated video overlay; - 4" x 6" photo print (single copy per photo session); - Video-friendly props for guests to enjoy (optional); - Onsite Operators/ Staff; - Online sharing thru Google Drive or Video - Online Gallery - After the event, all soft copies of photos and videos must be sent or transferred to the hard-drive/ flash drive or sent via Google Drive. 	
REQUIREMENTS FOR LIVE BAND	
<p>Description/ Technical Specifications:</p> <ul style="list-style-type: none"> - 2-RF microphone main singer - Drum set with cymbals - Bass guitar - Electric guitar - 2 Tier of keyboard stand - 1-RD Electronic piano - 3- Wired microphone back-up singers - Individual monitors - Music stand, guitar stand, and microphone stand 	
<p>Other Requirements:</p> <p>1. Musical Expertise:</p> <ul style="list-style-type: none"> - Skill Level: Musicians must have advanced proficiency in their respective instruments. - Experience: Proven track record of live performances, 	

<p>preferably at large venues or prestigious events.</p> <p>-Versatility: Ability to perform a wide range of genres and styles to accommodate diverse audiences.</p> <p>2. Professional Presentation:</p> <p>-Stage Presence: Strong performance skills, including engagement with the audience and dynamic stage presence.</p>	
REQUIREMENTS FOR SHUTTLE SERVICES	
<p>Description/ Technical Specifications:</p> <p>I. Must be available on October 25, 2024</p> <p>II. Can accommodate at least 450 pax</p> <p>III. Seating Capacity: 45-49 pax per vehicle/ shuttle;</p> <p>IV. Pick Up and Drop Off Location: New Executive. J.P. Laurel St., San Miguel Malacañang Manila to Venue, vice versa</p> <p>• Schedule of Pick Up:</p> <ul style="list-style-type: none"> - Batch 1: 2:30 PM - Batch 2: 3:00 PM - Batch 3: 3:30 PM <p>• Schedule of Drop Off:</p> <ul style="list-style-type: none"> - Batch 1: 9:30 PM - Batch 2: 10:30 PM - Batch 3: 11:30 PM 	
<p>Other Requirements:</p> <p>1. Inclusions of Toll fee (if applicable), fuel charges, parking fees, drivers fees, and meals;</p> <p>2. Must be Air Conditioned;</p> <p>3. Must be in mint condition, roadworthy, and complete with all safety features required by law, such as seat belts, and airbags, among others;</p> <p>4. Must not have a derogatory record in the PCO and other governments.</p>	
<p>GENERAL TERMS AND CONDITIONS:</p> <p>I. The passing rate on the reasonableness of rental rates for the Lease of Venue is set at 90%;</p> <p>II. The date may change two weeks prior or four weeks after the indicated date;</p> <p>III. The supplier must have vast experience and knowledge in events such as broadcast-type setups and high-profile events;</p> <p>IV. Payment will be on Send Bill Arrangement (i.e., full payment will be made after completion of the event). Thus, no down payment will be made; Send bill arrangement must include Government documents for billing (i.e., CAF, NOA,</p>	

	LOA, PO, and NTP);	
V.	The price quotation shall be inclusive of all costs and applicable taxes;	
VI.	Agreement may be subject to protocol and guidelines established by the IATF/ LGU;	
VII.	Suppliers shall quote the lowest price on the items/ services listed and submit a filled out quotation duly signed by their representative;	
VIII.	Payment processing is upon SIGNING OF THE PURCHASE ORDER;	
IX.	A Landbank Account is preferred to avoid bank charges, if not, the supplier shall shoulder the bank charges.	

FINANCIAL OFFER

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

<u>ABC: Three Million Nine Hundred Thirty-Nine Thousand Nine Hundred Seventy-Five Pesos (PHP 3,939,975.00).</u>				
<i>Item No.</i>	<i>Description/Technical Specifications</i>	<i>Unit Price</i>	<i>Quantity and Unit of Measure</i>	<i>Total Price per Item (inclusive of taxes)</i>
<i>lot</i>	Lease of Venue with Meals and other requirements for the Conduct of 82nd PCO Anniversary 2024			
<i>Grand Total in words:</i>		<i>Grand Total in figures:</i>		

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. Advance payment is allowed provided within the provisions of Applicable Laws and Implementing Rules and Regulation
11. 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	

ANNEX "A" OSS Template

Omnibus Sworn Statement
[shall be submitted with the Quotation]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the **Presidential Communications Office**;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the **Presidential Communications Office**;

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted** person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee

(BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes: a. Carefully examining all of the Bidding Documents; b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract; c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, _____, at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____, at _____, Philippines. Affiant is personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her _____ with his/her photograph and signature appearing thereon, with No. _____ issued on _____ at _____.

WITNESS my hand and seal this _____.

Doc. No. _____

Page No. _____

Book No. _____

Series of 2024.