



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 22 October 2024

RFQ No. : **2024-10-228**

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 Presidential Communications Office Media Information Literacy (MIL) Projects (2Lots)**, consisting of 3 lots with the following amount as the Approved Budget for the Contract for each lot, to wit;

Lot No.	Description	Approved Budget for the Contract
1	Multi-Stakeholders for Media and Information Literacy (MIL) Week Conference (Procurement/Contract No. 2024-10-228-A)	Four Hundred Fourteen Thousand Ninety-Five Pesos (PHP414,905.00)
2	Pilot Test of Teachers Module for Media and Information Literacy (MIL) (Procurement/Contract No. 2024-10-228-B)	Three Hundred Fifty-Three Thousand Six Hundred Twenty-Nine Pesos and Eight Centavos (PHP353,629.08)

Note: You may submit quotes for one (1) or more lots.

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)** duly accomplished and signed by you or your duly authorized representative **not later than 25 October 2024 at 8:00 A.M¹.**

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

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.



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)
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:

I/We are submitting quote/s for: (Please check appropriate box/es)

Lot 1 ☐ Lot 2 ☐

LOT 1- Multi-Stakeholders for Media and Information Literacy (MIL) Week Conference (Procurement/Contract No. 2024-10-228-A) <i>Important Note: State "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specifications".</i>	
Technical Specifications	Statement of Compliance
LOT 1 - Multi-Stakeholders for Media and Information Literacy (MIL) Week Conference	
EVENT DETAILS	
I. Nature of Event: Multi-Stakeholders for Media and Information Literacy (MIL) Week Conference II. Number of Attendees: Day 1: 10 pax Day 2: 150 pax III. Invited Guest:	

<ul style="list-style-type: none"> - From NCR- Technical Working Group (TWG): Presidential Communications Office (PCO), Philippine Information Agency (PIA), MIL Practitioners. - From Greater Manila Area and nearby regions: Stakeholders, Participants from academic institutions, media organizations, DepEd, CHED, and Civil Society Organizations (CSOs). <p>IV. Event Date: November 5-6, 2024 (Tentative) Event Time: See venue and meal requirements</p> <p>V. Mobilization / Set up: 12:00 AM – 8:30 AM</p> <p>VI. Demobilization / Dismantling: After the event proper</p> <p>Please Note: The event date and time are tentative / awaiting confirmation from the PCO-LOUDMS.</p>	
<p>VENUE REQUIREMENTS</p> <p>Multi-Stakeholders for Media and Information Literacy (MIL) Week Conference</p> <p>I. Function Space / Ballroom:</p> <p>a. Function Space for One Hundred Fifty (150) pax</p> <ul style="list-style-type: none"> • Date: November 5, 2024 (Tentative) • Time: 9:00 AM – 4:00 PM <p>II. Set-up Style:</p> <p>a. Venue has to provide tables and chairs for One Hundred Fifty (150) pax</p> <p>b. U shape arrangement</p>	
<p>OTHER REQUIREMENTS:</p> <p>I. Table Arrangement:</p> <p>a. Name cards and/ or Table number for each table</p> <p>b. Table cloth and Chair Cover</p> <p>II. Parking: Complimentary car park allotment for at least 10 vehicles with valet assistance.</p> <p>III. Mobilization and Demobilization:</p> <p>a. Mobilization: 6hours – 10 hours before the event</p> <p>b. Demobilization: After the event proper</p> <p>IV. Other Requirement/s: Free of Charge</p> <p>a. Provide alcohol dispensers at the entrance / registration area</p> <p>b. Rostrum/ Podium for the stage</p> <p>c. Two (2) secretariat table and three (3) chairs</p> <p>d. Use of Event signage(s) / Signboard(s)</p> <p>e. Air-conditioned function room / venue</p> <p>f. Inclusive of stage & venue décor set up hours</p> <p>g. Use of Stanchions post with Rope / Retractable Belt (Quantity upon request of PCO-LOUDMS)</p> <p>h. Black table cloth for Registration tables</p> <p>Venue must be within Metro Manila: Preferably in Pasay City, Manila City, Makati City, or Taguig City</p>	
<p>MEAL REQUIREMENTS</p> <p>Food and Beverage Requirements:</p>	

<p>I. Buffet Set-up: AM Snack for One Hundred Fifty (150) pax Lunch for One Hundred Fifty (150) pax PM Snack for One Hundred Fifty (150) pax Day 1: Event Proper a. Date: November 5, 2024 b. Time: 9:00 AM (AM Snack), 12:00 PM (Lunch), 2:00 PM (PM Snack)</p> <p>Day 2: a. Date: November 6, 2024 Complimentary Buffet Breakfast</p>	
<p>OTHER REQUIREMENTS:</p> <ol style="list-style-type: none"> Inclusive of rice, choices of meats between pork, chicken, beef, and fish, appetizer, soup, salads, side dishes, dessert, and drinks etc. Service charge, waiters / servers, delivery charge, utensils (e.g., spoons, forks, cups, and tissue are available) and other related expenses included The final count and menu order to be determined by PCO- OUDMS. Food menu and tasting, subject for approval of PCO- OUDMS, 2 to 5 days prior to actual event. Must comply with food and safety laws Food menu arrangement must consider the allergies and food restrictions of the guests. 	
<p>TECHNICAL REQUIREMENTS Rental for 6 hours (November 5, 2024, 9:00 AM- 3:00 PM)</p> <ol style="list-style-type: none"> 1 set of LED Wall Screen w/ high refresh rate 11 ft H x 12 ft L 3 units of wireless microphone for hosts, speakers, and interactor from guest participant 1 lot of basic light equipment 1 lot of basic sound equipment <p>Other Requirements:</p> <ol style="list-style-type: none"> Inclusive of installation, dismantling, transportation expenses, crew meals, all costs and applicable taxes to the proposed quotation. Supplier to set-up 4 to 12 hours before the event and dismantle after the event proper. 	
<p>ROOM REQUIREMENTS Room Accommodations: for Ten (10) pax</p> <ol style="list-style-type: none"> Check in: November 05, 2024, 2:00 PM (Tentative) Check out: November 06, 2024, 12:00 PM Room Type: <ol style="list-style-type: none"> Four (4) Single Occupancy Three (3) Double Occupancy <p>Inclusions: Complimentary Buffet breakfast for Ten (10) pax</p>	

<p align="center">Lot 2 - Pilot Test of Teachers Module for Media and Information Literacy (MIL) (Procurement/Contract No. 2024-10-228-B) <i>Important Note: State “Comply” in the column “Statement of Compliance” against each of the individual parameters of each “Specifications”.</i></p>	
Technical Specifications	Statement of Compliance
<p>EVENT DETAILS:</p> <p>I. Nature of Event: Pilot Test of Teachers Module for Media and Information Literacy (MIL) Conference</p> <p>II. Number of Attendees: Day 1: 45 pax Day 2: 45 pax</p> <p>I. Invited Guest:</p> <ul style="list-style-type: none"> - From NCR- Technical Working Group (TWG): Presidential Communications Office (PCO) & Civil Society Organizations (CSOs). - From Greater Manila Area: Senior High School (SHS) Teachers, Principals, and MIL Instructors. <p>II. Event Date: November 21-23, 2024 (Tentative)</p> <p>III. Event Time: See venue and meal requirements</p> <p>IV. Mobilization / Set up: 12:00 AM – 8:30 AM</p> <p>V. Demobilization / Dismantling: After the event proper</p> <p>Please Note: Event date and time is tentative / awaiting confirmation from the PCO-ODMS.</p>	
<p>VENUE REQUIREMENTS</p> <p>Pilot Test of Teachers Module for Media and Information Literacy (MIL)</p> <p>I. Function Space / Ballroom:</p> <p>a. Function Space for Forty-Five (45) pax</p> <ul style="list-style-type: none"> • Date: November 21, 2024 • Time: 9:00 AM – 4:00 PM <p>b. Access of function room for the whole duration of the event:</p> <ul style="list-style-type: none"> • November 21, 2024, 9:00 AM - 4:00 PM • November 22, 2024, 9: 00 AM – 4:00 PM <p>II. Set-up Style:</p> <p>a. Venue has to provide tables and chairs for Forty-five (45) pax Classroom Type arrangement.</p>	
<p>OTHER REQUIREMENTS:</p> <p>I. Table Arrangement:</p> <p>a. Name cards and/ or Table number for each table</p> <p>b. Table cloth and Chair Cover</p>	

<p>II. Parking: Complimentary car park allotment for at least 10 vehicles with valet assistance.</p> <p>III. Mobilization and Demobilization:</p> <p>a. Mobilization: 6hours – 10 hours before the event</p> <p>b. Demobilization: After the event proper</p> <p>IV. Other Requirement/s: Free of Charge</p> <p>a. Provide alcohol dispensers at the entrance / registration area</p> <p>b. Rostrum/ Podium for the stage</p> <p>c. Two (2) secretariat table and three (3) chairs</p> <p>d. Use of Event signage(s) / Signboard(s)</p> <p>e. Air-conditioned function room / venue</p> <p>f. Inclusive of stage & venue décor set up hours</p> <p>g. Use of Stanchions post with Rope / Retractable Belt (Quantity upon request of PCO-ODMS)</p> <p>h. Black table cloth for Registration tables</p> <p>Venue must be within Metro Manila: Preferably in Pasay City, Manila City, Makati City, or Taguig City</p>	
<p>MEAL REQUIREMENTS</p> <p>Food and Beverage Requirements:</p> <p>Plated Meal: AM Snack, Lunch, PM Snack & Dinner for twenty (45) pax</p> <p>Day 1: Date: November 21, 2024 Time: AM Snack: 9:00 AM Lunch: 12:00 PM PM Snack: 3:00 PM Dinner: 6:00 PM</p> <p>Day 2: Date November 22, 2024 Time: Complimentary Buffet breakfast Lunch: 12:00 PM PM Snack: 3:00 PM Dinner: 6:00 PM</p> <p>Day 3: Date: November 23, 2024 Time: Complimentary Buffet Breakfast Lunch: 11:00 AM Note: The plated menu choices must be attached to this form.</p>	

<p>OTHER REQUIREMENTS:</p> <ol style="list-style-type: none"> Inclusive of rice, choices of meats between pork, chicken, beef, and fish, appetizer, soup, salads, side dishes, dessert, and drinks etc. Service charge, waiters / servers, delivery charge, utensils (e.g., spoons, forks, cups, and tissue are available) and other related expenses included The final count and menu order to be determined by PCO-UDMS. Food menu and tasting, subject for approval of PCO-UDMS, 2 to 5 days prior to actual event. Must comply with food and safety laws <p>Food menu arrangement must consider the allergies and food restriction of the guests.</p>	
<p>TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> Built in Projector Screen and LCD Projector 3 units of wireless microphones for hosts, speakers, and interactors from guest participant 1 lot of basic light equipment 1 lot of basic sound equipment 	
<p>ROOM REQUIREMENTS</p> <p>Room Accommodations: for Forty-Five (45) pax</p> <ol style="list-style-type: none"> Check in: November 21, 2024, 2:00 PM (Tentative) Check out: November 23, 12:00 PM Room Type: <ol style="list-style-type: none"> Fifteen (15) Triple occupancy Inclusions: Complimentary Buffet breakfast for Twenty (45) pax 	
<p>VEHICLE REQUIREMENTS</p> <p>Vehicle Requirements:</p> <ol style="list-style-type: none"> Van Capacity: Up to 10-12 pax Description: (Up to 10-12 pax) Seater Service Vehicle Number of Van/s: At least One (1) Van Requirements: Car Charter for 8 hours. Date: <ul style="list-style-type: none"> Day 1: November 21, 2024 Day 3: November 23, 2024 Route: <ul style="list-style-type: none"> Day 1: Airport to Hotel Day 3: Hotel to Airport 	
<p>OTHER REQUIREMENT/S:</p> <p>-Final or additional venue requirements and instructions shall be determined by the representative from the PCO-UDMS.</p>	

-A representative from PCO-ODMS shall visit or examine the proposed venue and function room provided by the supplier at least a week prior. -The date may change two (2) weeks before or four (4) weeks after the indicated date herein -Payment Terms: Payments will be made following the completion of each event.	
General Conditions: 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.

LOT 1: Multi-Stakeholders for Media and Information Literacy (MIL) Week Conference

Lease of Venue with Meals and other requirements for the Presidential Communications Office Media Information Literacy (MIL) Projects (2Lots), ABC: Four Hundred Fourteen Thousand Ninety-Five Pesos (PHP414,905.00)	
<i>Your Total Offered Quotation in Words</i>	<i>In figures</i>

LOT 2: Pilot Test of Teachers Module for Media and Information Literacy (MIL)

Lease of Venue with Meals and other requirements for the Presidential Communications Office Media Information Literacy (MIL) Projects (2Lots), ABC: Three Hundred Fifty-Three Thousand Six Hundred Twenty-Nine Pesos and Eight Centavos (PHP353,629.08)	
<i>Your Total Offered Quotation in Words</i>	<i>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. 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	

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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 [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[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 [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - 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.
11. *[Name of Bidder]* hereby assigns the following contact person/representative, number/s and e-mail address/es as the official contact person, telephone number and contact

reference of the company where the PCO BAC official notices may be transmitted.

Contact Person:	
Telephone No/s.:	
E-mail Address:	
Mobile No.:	

It is understood that notice/s transmitted in any of the above-stated contact person/representative, telephone number and/or e-mail address are deemed received as of its transmittal, and the reckoning period for the reglementary periods stated in the bidding documents and the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

SUBSCRIBED AND SWORN to before this day of [month] [year] at [place of execution], Philippines. Affiant/s known to me, and known to be the same person/s in the exhibited [insert type of government identification card used²], with his/her photograph and signature appearing thereon, with no. _____ issued on _____ at _____.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

NOTARY PUBLIC

My commission expires Dec. 31, 20____;

²The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice.

"Sec. 12. Competent Evidence of Identity - The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSTS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification.

Not. Reg. No. _____;
Page No. _____;
Book _____;
Series of 20 _____: