



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 28 October 2024
RFQ No. : **2024-10-223**

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 Technical Requirements for the various FOI Events in Parañaque (Procurement/Contract No. 2024-10-223)**, with an Approved Budget for the Contract in the amount of **Two Million Six Hundred Eighty-Three Thousand Eight Hundred Pesos (PHP2,683,800.00)**.

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 31 October 2024 at 11:00 A.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 Revised and Updated 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.

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.



(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:

Lease of Venue with Meals and Technical Requirements for the various FOI Events in Parañaque (Procurement/Contract No. 2024-10-223)	
<i>Important Note: State “Comply” in the column “Statement of Compliance” against each of the individual parameters of the each “Specifications”.</i>	
<i>Technical Specifications</i>	<i>Statement of Compliance</i>
<p>Event Details:</p> <p>Nature of Event: <u>FOI Bootcamp for Local Water Districts Accommodations</u></p> <ul style="list-style-type: none">• Within Parañaque• With complimentary breakfast included and parking provision• With fast and stable internet connection (at least 50mbps)• Must have continuous water supply & accessible comfort room• Room comfort room must have water heater available• Accessible emergency exit and alarm standby fire extinguisher and automatic sprinkler <p>Date of Event: 18-21 November 2024</p> <p>Duration: 4 days and 3 nights</p> <ul style="list-style-type: none">• Single Occupancy Room (One King Size bed)<ul style="list-style-type: none">- 1 pax• Twin-Sharing Deluxe Rooms (Two beds)<ul style="list-style-type: none">- 32 pax	
<p><u>Venu and Meals</u></p> <p>Inclusive Dates: 19-21 November 2024</p> <p>Durations: Sixteen (16) Hours (7 AM to 11 PM) *Includes ingress and egress</p> <p><u>Function Room (1)</u></p>	

Inclusions:

1. Can accommodate seventy (70) pax with social distancing;
2. Round table set-up with eight (8) chairs each;
3. High ceiling and fully air-conditioned hall;
4. Slightly raised platform (stage);
5. Complimentary pens and paper (good for 70 pax);
6. One (1) whiteboard with markers;
7. Fast and stable internet connection (at least 50mbps);
8. Provide temperature scanner and alcohol dispensers;
9. Facilitator/s for the Team-building activities; and
10. Five (5) flip charts

Technical Requirements and Equipment:

1. At least two (2) wireless microphones
2. At least two (2) wired microphones with a stand
3. At least one (1) Extension cord per table;
4. Podium and Philippine Flag
5. Technicians/Operators
6. Needed Peripherals
7. Splitter cable
8. LCD/LED Screen and Projector
9. Basic Sound System

Inclusive Meals (70 pax)

- Whole-day free-flowing Coffee, tea, bottled soda, and water
- Managed Buffet Style with waiters to assist guests
- Snack bar (finger foods, small sandwiches, biscuits, and small snacks)

19 to 21 November 2024 (70 pax)

- **Heavy AM Snacks**
(Sandwich, Pasta, and soft drinks/Iced Tea/Juice)
- **Heavy Lunch**
Soup, Viands (Chicken, Beef, & Seafood), Vegetables, Rice, Dessert, Pasta/Noodles, and Iced Tea/Juice/Soft drinks)
- **Heavy PM Snacks**
(Sandwich, Pasta, and soft drinks/Iced Tea/Juice)
- **Heavy Dinner**
Soup, Viands (Chicken, Beef, & Seafood), Vegetables, Rice, Dessert, Pasta/Noodles, and Iced Tea/Juice/Soft drinks)
- Service charges, waiters/servers, delivery charge, utensils (i.e., sterilized spoon and fork; availability of disposable spoon and fork upon request; cup; tissue; etc.) and other related expenses must be included.
- **Menu subject to the final approval of the FOI.**

<p>Event Details:</p> <p><u>Nature of Event: International Day for Universal Access to Information Awarding Ceremony</u></p> <p><u>Accommodations</u></p> <ul style="list-style-type: none"> • Within Parañaque • With complimentary breakfast included and parking provision • With fast and stable internet connection (at least 50mbps) • Must have continuous water supply & accessible comfort room • Room comfort room must have water heater available • Accessible emergency exit and alarm standby fire extinguisher and automatic sprinkler <p>Date of Event: 7-9 November 2024</p> <p>Duration: 3 Days and 2 Nights</p> <ul style="list-style-type: none"> • Single Occupancy Room (One King Size beds) <ul style="list-style-type: none"> - 1 pax • Twin-Sharing Deluxe Rooms (Two-beds) <ul style="list-style-type: none"> - 25 pax 	
<p>Venue and Meals</p> <p>Date of the Event: 7-8 November 2024</p> <p>Duration: Sixteen (16) Hours (7 AM to 11 PM)</p> <p>*Includes Ingress and Egress</p> <p>Function Room (1)</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. Can accommodate fifty-one (51) pax with social distancing 2. Round table set-up with eight (8) chairs each 3. High ceiling and fully air-conditioned hall 4. Slightly raised platform (stage) 5. Complimentary pens and paper (good for 51 pax) 6. One (1) whiteboard with markers; 7. Fast and stable internet connection (at least 50mbps) 8. Provide temperature scanner and alcohol dispensers 9. Facilitator/s for the Team-building activities 10. Five (5) flip charts <p>Technical Requirements/Inclusions:</p> <ol style="list-style-type: none"> 1. At least two (2) wireless microphones 2. At least two (2) wired microphones with a stand 3. At least one (1) Extension cord per table; 4. Podium and Philippine Flag 5. Technicians/Operators 6. Needed Peripherals 7. Splitter cable 8. LCD/LED Screen and Projector 9. Basic Sound System 	

<p>10. Five (5) flip charts</p> <p>INCLUSIVE MEALS (51 pax)</p> <ul style="list-style-type: none"> • Whole-day free-flowing Coffee, tea, bottled soda, and water • Managed Buffet Style with waiters to assist guests • Snack bar (finger foods, small sandwiches, biscuits, and small snacks) <p><u>07 - 08 November 2024</u></p> <ul style="list-style-type: none"> • Heavy AM Snacks (51 pax) (Sandwich, Pasta, and soft drinks/Iced Tea/Juice) • Heavy Lunch • Soup, Viands (Chicken, Beef, & Seafood), Vegetables, Rice, Dessert, Pasta/Noodles, and Iced Tea/Juice/Soft drinks) • Heavy PM Snacks (Sandwich, Pasta, and soft drinks/Iced Tea/Juice) • Heavy Dinner Soup, Viands (Chicken, Beef, & Seafood), Vegetables, Rice, Dessert, Pasta/Noodles, and Iced Tea/Juice/Soft drinks) <p><u>09 November 2024</u></p> <ul style="list-style-type: none"> • Heavy Lunch Soup, Viands (Chicken, Beef, & Seafood), Vegetables, Rice, Dessert, Pasta/Noodles, and Iced Tea/Juice/Soft drinks) • Service charges, waiters/servers, delivery charge, utensils (i.e., sterilized spoon and fork; availability of disposable spoon and fork upon request; cup; tissue; etc.) and other related expenses must be included. • Menu subject to the final approval of the PCO 	
<p>Event Details:</p> <p>Nature of Event: <u>Year-End Assessment and Planning</u></p> <p>Date of the Event: 12-13 December 2024</p> <p><u>Venue and Meals</u></p> <p>Date of the Event: 12-13 December 2024</p> <p>Duration: Sixteen (16) Hours (7 AM to 11 PM)</p> <p>Function Room</p> <p>Inclusions:</p> <ol style="list-style-type: none"> 1. Can accommodate twenty-eight (28) pax with social distancing 2. Round table set-up with five (5) chairs each 3. High ceiling and fully air-conditioned hall 	

<ol style="list-style-type: none"> 4. Slightly raised platform (stage) 5. Complimentary pens and paper (good for 28 pax) 6. One (1) whiteboard with markers; 7. Fast and stable internet connection (at least 50mbps) 8. Provide temperature scanner and alcohol dispensers 9. Facilitator/s for the Team-building activities 10. Five (5) flip charts <p>Technical Requirements/Inclusions:</p> <ol style="list-style-type: none"> 1. At least two (2) wireless microphones 2. At least two (2) wired microphones with a stand 3. At least one (1) Extension cord per table; 4. Podium and Philippine Flag 5. Technicians/Operators 6. Needed Peripherals 7. Splitter cable 8. LCD/LED Screen and Projector 9. Basic Sound System <p>INCLUSIVE MEALS</p> <ul style="list-style-type: none"> • Whole-day free-flowing Coffee, tea, bottled soda, and water • Managed Buffet Style with waiters to assist guests • Snack bar (finger foods, small sandwiches, biscuits, and small snacks) <p><u>12-13 December 2024 (28 pax)</u></p> <ul style="list-style-type: none"> • Heavy AM Snacks (Sandwich, Pasta, and soft drinks/Iced Tea/Juice) • Heavy Lunch (Soup, Viands (Chicken, Beef/Pork, Seafood), Vegetables, Rice, Dessert, Pasta/Noodles, and Iced Tea/Juice/Soft drinks) • Service charges, waiters/servers, delivery charge, utensils (i.e., sterilized spoon and fork; availability of disposable spoon and fork upon request; cup; tissue; etc.) and other related expenses must be included. • Menu subject to the final approval of the PCO 	
<p>IMPORTANT NOTES:</p> <ol style="list-style-type: none"> I. The date may change 2 weeks prior to or 8 weeks after the indicated date; II. Payment will be on a Send Bill Arrangement. Thus, no down payment will be made; III. Price Quotation shall be valid for six (6) months; IV. Landbank account is preferred, if not, the Supplier shall shoulder the bank fees; and V. The price quotation shall be inclusive of all costs and 	

applicable taxes.	
General Conditions: <ol style="list-style-type: none"> I. The passing rate on the reasonableness of rental rates for Lease of Venue is set at 80%; 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 with Meals and Technical Requirements for the various FOI Events in Parañaque (Procurement/Contract No. 2024-10-223) ABC: Two Million Six Hundred Eighty-Three Thousand Eight Hundred Pesos (PHP2,683,800.00)				
<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	