



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 06 November 2024
RFQ No. : **2024-10-241**

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 conduct of 2024 PCO Family Day (Procurement/Contract No. 2024-10-241)**, with an Approved Budget for the Contract in the amount of **Three Million Five Hundred Eighty-Eight Thousand Seven Hundred Eighty-Five Pesos PHP 3,588,785.00**).

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 08 November 2024 at 9:00 A.M.**¹.

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 for the conduct of 2024 PCO Family Day (Procurement/Contract No. 2024-10-241)

*Important Note: State “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of the each “**Specifications**”.*

Technical Specifications	Statement of Compliance
2024 PCO Family Day Inclusions: <ul style="list-style-type: none">• Can accommodate at least 770 pax with social distancing and with an open space area.• Early opening of the park OR park will be exclusive for PCO• Covered registration area• Provision for stage for the PCO program• Program Host/s and/or Ushers• Free use of all or most of venue and amenities• Meals packed in eco-friendly/recyclable food containers, inclusive of AM Snacks, Lunch, PM Snacks, and Dinner for 770 pax• Whole day use of Tent/ Air-conditioned Function Room (for food claiming and Holding/Rest Area)• Free mini entertainment presentations throughout the day• Whole-day use of Function/ Holding Room for VIPs• Provision for free-flowing distilled/purified drinking water with dispenser/s	

<ul style="list-style-type: none"> • Forty (40) Complimentary VIP Parking Spaces • Welcome Banner • Inclusive of shuttle service that can accommodate at least 640 pax, from PCO, Manila to venue and vice-versa • Can provide at least two (2) photobooths for at least 8 hours with unlimited printing and free layout • Waive of corkage charges for PCO participants who will bring bottled water and light snacks especially for infants • Payment processing is upon SIGNING OF THE PURCHASE ORDER. • Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charges." 	
<p>Other Requirements:</p> <p>Location: Within 170km from Kilometer 0 Mark</p> <p>Emergency Cases: Availability of certified first-aid responders within the park</p> <p>Neighborhood Data:</p> <ul style="list-style-type: none"> - Continuous water supply & accessible comfort rooms - Accessible emergency exit and alarm, and availability of fire deterrent equipment and supplies (fire extinguisher and automatic sprinkler) - Standby Medical Team, Ambulance, and equipped Clinic Facility within the vicinity - Hospital, Fire Station, and Police Station are within 6km from the park" - NO Swimming Activities 	
<p>Important Notes:</p> <ol style="list-style-type: none"> 1. The passing rate on the reasonableness of rental rates for Lease of Venue is set at 90% after conducting site visit; 2. The date may change two weeks prior or four weeks after the indicated date; 3. Payment will be on Send Bill Arrangement (i.e., full payment will be made after completion of event). Thus, no down payment will be made; 4. The price quotation shall be inclusive of all costs and applicable taxes; 5. Agreement may be subject to protocol and guidelines established by the IATF/ LGU 6. Suppliers shall quote the lowest price on the items/ services listed and submit filled out quotation duly signed by their representative; 	

7. Payment processing is upon SIGNING OF THE PURCHASE ORDER;	
General Conditions: <ol style="list-style-type: none"> I. Supplier shall submit signed proposal/quotation and submit details of your company; II. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative; III. Supplier must be PhilGEPS Accredited (at least Red Membership registration); IV. 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; V. Price validity shall be for a period of sixty (60) calendar days; VI. 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.); VII. Payment processing is after service/product have been delivered; and VIII. 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 conduct of 2024 PCO Family Day (Procurement/Contract No. 2024-10-241)				
ABC: Three Million Five Hundred Eighty-Eight Thousand Seven Hundred Eighty-Five Pesos PHP 3,588,785.00)				
<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	