



Office of the President of the Philippines  
**PRESIDENTIAL COMMUNICATIONS OFFICE**  
Manila

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Date : 02 December 2024  
RFQ No. : **2024-11-281**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
TIN : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_  
  
Purchase Request No. : **2024-11-281**  
End-User Unit : Office of the Undersecretary for Strategic  
Communications (OUSC)

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 Accommodation for the OUSC Year-End Assessment and Planning on 09-10 December 2024 (Procurement/Contract No. 2024-11-281)** with an Approved Budget for the Contract in the amount of **Two Hundred Thirteen Thousand Four Hundred Pesos (PHP 213, 400.00)**.

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)** duly accomplished and signed by you or your duly authorized representative **not later than 04 December 2024 at 8:00 A.M<sup>1</sup>**.

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

<sup>1</sup> 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.



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](mailto: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 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:

<b>Lease of Venue with Meals and Accommodation for the OUSC Year-End Assessment and Planning on 09-10 December 2024</b> <i>Important Note: State “<b>Comply</b>” in the column “<b>Statement of Compliance</b>” against each of the individual parameters of each “Specifications”.</i>	
<b>Technical Specifications</b>	<b>Statement of Compliance</b>
<b>1. AVAILABILITY</b>	
The hotel must be available on <b>9-10 December 2024</b> Function Room that can accommodate <b>Twenty-One (21) pax</b> <b>Function Room Usage Duration:</b> <ul style="list-style-type: none"><li>- 8am-8pm (December 9);</li><li>- 8am-12nn (December 10)</li></ul>	
Guest Room/ Accommodation Requirements: Good for seventeen (17) pax <i>(inclusive of At least 7 Rooms (4) Twin Sharing, (3) Triple Sharing)</i> Fully Airconditioned Inclusive of Towels and Toiletries Fast and steady Wi-Fi access	

<b>2. LOCATION AND SITE CONDITION</b>	
<p><b>Accessibility:</b> Venue must be within Tagaytay City</p> <p><b>Parking Space:</b> Must have at least Ten (10) complimentary parking spaces for event guests</p> <p>Must have available parking space for pick up and drop off participants</p>	
<b>3. NEIGHBORHOOD DATA</b>	
<p><b>Proximity to necessary Establishment:</b> Must be near other necessary establishments (i.e. banks, hospitals, etc.) Proximity to Postal and Telecommunications service providers</p> <p><b>Sanitation and health condition:</b> Proper waste management system such as regular garbage collection and with Sanitary Permit from the appropriate authority</p> <p><b>Police and Fire Station:</b> Proximity to Police and Fire Stations</p>	
<b>4. VENUE/REAL PROPERTY</b>	
<p><b>Structural Condition:</b> The structure is made of concrete and structural steel materials or a combination of both.</p>	
<b>Functionality of Function Room</b>	
<ul style="list-style-type: none"> <li>○ Air-conditioned Function Room that can accommodate <b>Twenty-One (21) pax on 9 and 10 December 2024;</b> Classroom Set-up;</li> <li>○ Conference Meeting Pads and Ballpens;</li> <li>○ At least 2ft high stage with stairs and handrails;</li> <li>○ Tech Booth and Secretariat Table Set-up;</li> <li>○ Tech and Production Equipment Sound System, Wired and Wireless Microphones;</li> <li>○ Access to Wi-Fi must be provided during the entire period;</li> <li>○ Accessible Fire Exits and equipped with Fire Detection and Suppression System;</li> <li>○ One (1) set of LED Wall Screen w/ high refresh rate 9ft Hx12ft L;</li> <li>○ Four (4) units of wireless microphones for hosts, speakers, and interactors from guest participant;</li> <li>○ One (1) lot of basic light equipment;</li> <li>○ One (1) lot of basic sound equipment;</li> <li>○ One (1) 50" TV prompter with stand;</li> <li>○ At least 2ft high stage with stairs and handrails;</li> <li>○ Tech Booth and Secretariat Table Set-up; and</li> </ul>	

<ul style="list-style-type: none"> <li>○ Tech and Production Equipment (9x16 LED Wall, Light and Sound System, Wired and Wireless Microphones, Black Curtain Backdrop, and Black Cloth stage equipment cover)</li> </ul>	
<b>Facilities</b>	
<ul style="list-style-type: none"> <li>○ Provision of at least Three (3) wireless microphones with stand and extra batteries;</li> <li>○ Fully Airconditioned facility;</li> <li>○ Must have available hotel staff and technical personnel assisting during the event;</li> <li>○ Continuous water supply &amp; accessible comfort rooms (separate male and female);</li> <li>○ Compliance with the standards provided by the Building Code of the Philippines;</li> <li>○ Must have at least one (1) operational elevator for Four (4) or more storey buildings;</li> <li>○ Accessible emergency exit and alarm, standby fire extinguisher, and automatic sprinkler;</li> <li>○ Available telephone and/or Internet Connection of at least 50 Mbps;</li> <li>○ Must have a lighting system bright enough for reading;</li> <li>○ Provision of extension cords/ electrical outlets for the laptops of the participants at no additional expense;</li> <li>○ Provision of pads, pencils, and mints/candies for <b>21 participants</b>;</li> <li>○ Provision of Philippine flag and pole; and</li> <li>○ Waived electricity charges for the use of laptops, printers, projectors, and cell phone chargers.</li> </ul>	
<b>Other Requirements</b>	
<ul style="list-style-type: none"> <li>○ Provision of janitorial and maintenance services;</li> <li>○ Ambiance promotes learning;</li> <li>○ Adequate security service (24/7);</li> <li>○ Use of energy-efficient lighting; and</li> <li>○ Options for multiple-use toiletries</li> </ul>	
<b>CATERING SERVICES</b>	
<p>DECEMBER 9:</p> <ul style="list-style-type: none"> <li>○ <b>Lunch</b> (should have at least 2 viands, consisting of chicken,</li> </ul>	

<p>fish or beef; steam rice, one (1) soup; one (1) salad; one (1) vegetable dish; one (1) dessert dish; and beverages (soda/juices);</p> <ul style="list-style-type: none"> <li>○ <b>Dinner</b> (should have at least 2 viands, consisting of chicken, fish or beef; steam rice, one (1) soup; one (1) salad; one (1) vegetable dish; one (1) dessert dish; and beverages (soda/juices)</li> </ul> <p>DECEMBER 10, 2024 Requirement:</p> <ul style="list-style-type: none"> <li>○ <b>Breakfast Buffet</b> (should have at least 2 viands, consisting of chicken, fish or beef; steam rice, one (1) soup; one (1) salad; one (1) vegetable dish; one (1) dessert dish; and beverages (soda/juices)</li> <li>○ <b>Early Lunch</b> (10-11AM) (should have at least 2 viands, consisting of chicken, fish or beef; steamed rice, one (1) soup; one (1) salad; one (1) vegetable dish; one (1) dessert dish; and beverages (soda/juices)</li> </ul> <p>* Buffet Set-up for Breakfast, Plated Lunch and Dinner  - With free-flowing coffee and tea during sessions  - Inclusive of Uniformed waters/ servers</p>	
<b>GENERAL REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>- <b>Delivery Period: 9-10 December 2024;</b></li> <li>- <b>Delivery Address:</b> Must be within Tagaytay City;</li> <li>- Service charges, waiters/servers, delivery charges, utensils (e.g., spoons, forks, cups, and tissues are available), and other related expenses are included;</li> <li>- The final count and menu order are to be determined by the Presidential Communications Office – Office of the Undersecretary for Strategic Communications;</li> <li>- Food menu and tasting, subject to the approval of PCO-OUSC, 2 to 5 days prior to the actual event;</li> <li>- Must comply with food and safety laws;</li> <li>- Food menu arrangement must consider the allergies and food restrictions of the guests;</li> <li>- Must comply with food safety and safety laws;</li> <li>- Inclusive of installation, dismantling, transportation expenses, crew meals, all costs, and applicable taxes to the proposed quotation;</li> <li>- Supplier to set up 4 to 12 hours before the event and dismantle after the event proper;</li> <li>- The date of the said event <b>may change</b> in case of unforeseen circumstances/environmental emergency or</li> </ul>	

<p>situation and the PCO will issue proper notifications via email for the change dates of the event/s;</p> <ul style="list-style-type: none"> <li>- Representatives from PCO shall visit or examine the proposed venue and function room provided by the supplier at least a week prior to the said event;</li> <li>- Final or additional venue requirements and instructions shall be determined by the representative from the PCO-ODMS;</li> <li>- <b>The passing rate on the reasonableness of rental rates for lease of Venue is set at 90% after conducting a site visit."; and</b></li> <li>- <b>Payment Terms:</b> Payment shall be made upon completion of service/s and submission of required payment documents in accordance with the existing government accounting rules and regulations.</li> <li>- <b>Liquidated Damages:</b> Liquidated damages equivalent to one-tenth of one percent (0.1%) of the cost of the unperformed/undelivered portion for every day of delay shall be imposed. The PCO may rescind the contract once the cumulative number 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.</li> </ul>	
<b>General Conditions:</b>	
<p>Supplier shall submit signed proposal/quotation and submit details of your company;</p> <ol style="list-style-type: none"> <li>I. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative;</li> <li>II. Supplier must be PhilGEPS Accredited (at least Red Membership registration);</li> <li>III. No down payment;</li> <li>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;</li> <li>V. Price validity shall be for a period of sixty (60) calendar days;</li> <li>VI. Price quotations shall be inclusive of all costs and applicable tax (i.e., bank charges, VAT, other charges, energy fees, consultants' fees, agency fees, etc.)</li> <li>VII. Payment processing is after the service/product has been delivered; and</li> <li>VIII. A Landbank Account is preferred to avoid bank charges, if not, the supplier shall shoulder the bank charge/s.</li> </ol>	

## **FINANCIAL OFFER**

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate “0” or “-” if the item being offered is for free.

<b>Lease of Venue with Meals and Accommodation for the OUSC Year-End Assessment and Planning on 09-10 December 2024 Two Hundred Thirteen Thousand Four Hundred Pesos (PHP 213, 400.00)</b>				
<b>Item No.</b>	<b>Description/Technical Specifications</b>	<b>Quantity and Unit of Measure</b>	<b>Unit Price</b>	<b>Total Price per Item (inclusive of taxes)</b>
1	Lease of Venue with Meals and Accommodation for the OUSC Year-End Assessment and Planning on 09-10 December 2024	1 Lot		
<b>Grand Total in words:</b>			<b>Grand Total in figures:</b>	

### **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 number 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	



***(KINDLY USE THIS UPDATED OSS)***  
***Attached is the Word File to be used***  
**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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:
  - 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.
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.

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

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 used<sup>2</sup>], 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\_\_\_\_;  
Not. Reg. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book \_\_\_\_\_;  
Series of 20 \_\_\_\_\_:

<sup>2</sup>The 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.

## RATING FACTORS AND DETERMINATION OF REASONABLENESS OF RENTAL RATES

### A. TABLE OF RATING FACTORS FOR LEASE OF REAL PROPERTY

	RATING FACTORS	WEIGHT (%)	RATING
<b>I.</b>	<b>Location and Site Condition</b>	(25)	
	1. Accessibility	(20)	
	2. Topography and Drainage	(15)	
	3. Sidewalk and waiting shed	(15)	
	4. Parking space	(10)	
	5. Economic potential	(10)	
	6. Land classification, utilization, and assessment	(5)	
	7. Other added amenities	<b><u>100</u></b>	
<b>II.</b>	<b>Neighborhood Data</b>		
	1. Prevailing rental rate	(20)	
	2. Sanitation and health condition	(20)	
	3. Adverse influence	(15)	
	4. Property utilization	(15)	
	5. Police and fire station	(15)	
	6. Cafeterias	(10)	
	7. Banking/postal/telecom	(5)	
		<b><u>100</u></b>	
<b>III.</b>	<b>Real Property</b>		
	1. Structural condition	(30)	
	2. Functionality		
	a. Module	(6)	
	b. Room arrangement	(6)	
	c. Circulation	(6)	
	d. Light and ventilation	(6)	
	e. Space requirements	(6)	
	<b>3. Facilities</b>		
	a. Water supply and toilet	(6)	
	b. Lighting system	(6)	
	c. Elevators	(6)	
	d. Fire escapes	(6)	
	e. Firefighting equipment	(6)	
	<b>4. Other requirements</b>		

	a. Maintenance	(5)	
	b. Attractiveness	(5)	
		<b><u>100</u></b>	
<b>IV.</b>	<b>Free Services and Facilities</b>		
	1. Janitorial and security	(20)	
	2. Air conditioning	(20)	
	3. Repair and maintenance	(20)	
	4. Water and light consumption	(20)	
	5. Secured parking space	(20)	
<b>I.</b>	Location and Site Condition	× (.20) =	
<b>II.</b>	Neighborhood Data	× (.20) =	
<b>III.</b>	Real property	× (.50) =	
<b>IV.</b>	Free Services and Facilities	× (.10) =	
<b>FACTOR VALUE</b>			

**Note: The weight of each rating factor may be changed as long as the total weight per classification is equivalent to 100. Figures in parentheses are samples. The procuring Entity must determine the passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.**