



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : **25 June 2025**

RFQ No. : **2025-06-071**

| | | |
|---------------------------|---|-------------------------------------|
| Name of Company | : | _____ |
| Address | : | _____ |
| TIN | : | _____ |
| PhilGEPS Registration No. | : | _____ |
| Purchase Request No. | : | 2025-06-071 |
| End-User Unit | : | DIGITAL MEDIA SERVICES (DMS) |
| APP CY 2025 Reference: | : | 3rd APP 2025 |
| Source of Fund | : | GAA 2025 |

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, Room Accommodation, Technical Requirements, and Transportation Services for Digital Media Services Mid-Year Assessment Planning (Procurement/Contract No. 2025-06-071)** with an Approved Budget for the Contract in the amount of **Nine Hundred Forty-Two Thousand Four Hundred Ten Pesos (PHP 942,410.00)**.

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 (procurement@pco.gov.ph)**, duly accomplished and signed by you or your duly authorized representative, **not later than 27 June 2025 at 2:00 P.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**).

¹ In case there is suspension of work (due to 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.



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 procurement@pco.gov.ph.

(Original Signed)
ZARAH GRACE M. REYES
 BAC Secretariat

INSTRUCTIONS:

- Accomplish this RFQ correctly and accurately.
- Do not alter the contents of this form in any way.
- All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- Failure to follow these instructions will disqualify your entire quotation.
- 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:

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|--|--------------------------------|---------------------|-----------------|-----------|--|
| Lease of Venue with Meals, Room Accommodation, Technical Requirements, and Transportation Services for Digital Media Services Mid-Year Assessment Planning (Procurement/Contract No. 2025-06-071) | | | | | |
| <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 | | | | |
| 1. AVAILABILITY* | | | | | |
| a. The Function Room and Room Accommodation must be available on 04-06 July 2025 (Tentative) for Sixty-One (61) pax | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">Date of Activity/s</td> <td style="text-align: center; padding: 5px;">No. of Pax Required</td> </tr> <tr> <td style="text-align: center; padding: 5px;">04-06 July 2025</td> <td style="text-align: center; padding: 5px;">Sixty-One</td> </tr> </table> | Date of Activity/s | No. of Pax Required | 04-06 July 2025 | Sixty-One | |
| Date of Activity/s | No. of Pax Required | | | | |
| 04-06 July 2025 | Sixty-One | | | | |

| b. Room accommodations must be able to meet the following requirements: | | | | | | | | | | | | | | | | | | |
|---|------------------------------|-------------------|--------------|--------------|--|------------------|---------------|-------|------------------|-------------------|--------|------------------|----------------|--------|--|--|--|--|
| <table border="1"> <thead> <tr> <th>Date & Time of Accommodation</th> <th>Type of Room</th> <th>No. of Rooms</th> <th>Total Person</th> </tr> </thead> <tbody> <tr> <td rowspan="3"> Check in: 04 July 2025, 2:00 PM Check out: 06 July 2025, 12:00 PM </td> <td>Single Occupancy</td> <td>Six (6) rooms</td> <td>6 pax</td> </tr> <tr> <td>Double Occupancy</td> <td>Twenty (20) rooms</td> <td>40 pax</td> </tr> <tr> <td>Triple Occupancy</td> <td>Five (5) rooms</td> <td>15 pax</td> </tr> </tbody> </table> | Date & Time of Accommodation | Type of Room | No. of Rooms | Total Person | Check in: 04 July 2025, 2:00 PM Check out: 06 July 2025, 12:00 PM | Single Occupancy | Six (6) rooms | 6 pax | Double Occupancy | Twenty (20) rooms | 40 pax | Triple Occupancy | Five (5) rooms | 15 pax | | | | |
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| | Triple Occupancy | Five (5) rooms | 15 pax | | | | | | | | | | | | | | | |
| 2. LOCATION AND SITE CONDITION | | | | | | | | | | | | | | | | | | |
| I. Accessibility: Must be within Pampanga: Preferably in Angeles, San Fernando, and Mabalacat City | | | | | | | | | | | | | | | | | | |
| II. Parking Space: Must provide at least five (5) complimentary parking spaces for event guests. In addition, there must be designated parking space available for a van or bus to facilitate the pick-up and drop-off of participants. | | | | | | | | | | | | | | | | | | |
| 3. NEIGHBORHOOD DATA | | | | | | | | | | | | | | | | | | |
| I. Proximity to necessary establishments: Must be near other necessary establishments (i.e. banks, hospitals, etc.) Proximity to Postal and Telecommunications service providers; | | | | | | | | | | | | | | | | | | |
| II. Sanitation and health condition: Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority; and | | | | | | | | | | | | | | | | | | |
| III. Police and Fire Station: Proximity to Police and Fire Stations | | | | | | | | | | | | | | | | | | |
| 4. VENUE/REAL PROPERTY | | | | | | | | | | | | | | | | | | |
| I. Structural Condition: The structure is made of concrete and structural steel materials or a combination of both. | | | | | | | | | | | | | | | | | | |
| FUNCTIONALITY OF FUNCTION ROOM | | | | | | | | | | | | | | | | | | |

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| <p>Venue Requirements: An air-conditioned function room is required to accommodate the following schedule:</p> <ul style="list-style-type: none"> • Day 1 – 04 July 2025: 11:00 AM - 7:00 PM (8 hours) • Day 2 – 05 July 2025: 12:00 PM - 4:00 PM (4 hours) • Day 2 - 05 July 2025: 6:00 PM – 2:00 AM (8 hours) • Day 3 – 06 July 2025: 9:00 AM - 1:00 PM (4 hours) <p>Venue Inclusions:</p> <ul style="list-style-type: none"> • Conference meeting pads and ballpens or pencils for all participants • Wi-Fi access throughout the duration of the event • Free-flowing purified water, brewed coffee, and tea <p>Set-up Style: Venue must provide round tables and chairs for sixty-one (61) participants</p> <p>Safety Requirements: Venue must have accessible fire exits and must be equipped with a fire detection and suppression system</p> | |
| FACILITIES AND UTILITIES | |
| <p>Facilities and Utilities</p> <ul style="list-style-type: none"> • Continuous water supply • Clean, accessible comfort rooms with separate male and female restrooms • Compliance with the Building Code of the Philippines • For buildings with three (3) or more stories: at least one (1) operational elevator • Accessible emergency exit and alarm system, standby fire extinguisher, and automatic sprinkler system • Available landline telephone • Reliable internet connection with minimum speed of 50 Mbps <ul style="list-style-type: none"> ◦ <u>Supplier must submit a screenshot of a recent speed test upon submission of proposal or request for information</u> • Adequate lighting system, sufficient for reading and writing • Provision of extension cords/electrical outlets for participant laptops at no additional charge <p>Inclusions:</p> <ul style="list-style-type: none"> • Electricity charges waived for the use of laptops, printers, projectors, and cellphone chargers | |
| OTHER VENUE REQUIREMENTS | |

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| <ul style="list-style-type: none"> • On-site staff must be available to assist throughout the duration of the event • Provision of janitorial and maintenance services to ensure cleanliness and upkeep throughout the event • Venue ambiance must be conducive to learning and professional engagement • Adequate security services must be available on a 24/7 basis during the duration of the event • Use of energy-efficient lighting throughout the facility • Availability of multiple-use or eco-friendly toiletries as part of the venue's sustainability practices • The hotel must have a minimum rating of three (3) stars or higher, based on recognized accreditation or rating agencies | |
| TECHNICAL REQUIREMENTS | |
| <p>Audio-Visual and Technical Setup:</p> <ul style="list-style-type: none"> • Built-in projector screen and LCD projector • Three (3) units of wireless or wired microphones • One (1) lot of basic sound system, consisting of at least: <ul style="list-style-type: none"> ◦ Two (2) speakers ◦ One (1) audio mixer ◦ One (1) auxiliary cord • Two (2) Long table and Four (4) chairs for technical booth set-up • On-site technical support must be available for the duration of the event. • Supplier must be able to set up 4 to 12 hours before the event and dismantle immediately after the event proper • Backup equipment (e.g., microphones, cables, projectors) must be readily available on-site in case of technical failure | |
| TRANSPORTATION REQUIREMENTS | |
| <ul style="list-style-type: none"> • Vehicle Type: 8-seater van OR 25-seater coaster bus, whichever is available. The proposed vehicle unit must be submitted for prior approval. • Seating Capacity: Must have a seating capacity of at least eight (8) passengers for a van, OR at least twenty (20) passengers for a coaster bus, including the driver. The combination of vehicles provided must be able to accommodate a total of at least forty (40) passengers. • Number of Transportation Required: Four (4) vans or two (2) coaster buses and/or a combination of both—capable of comfortably accommodating a large group of passengers and meeting the required seating capacity. | |

- **Target Dates and Schedule (PICK UP AND DROP OFF ONLY):**
- **Day 1: 04 July 2025 (Tentative)**
 - **Pick-up Time:** 8:00 AM (Tentative)
 - **Route:** Presidential Communications Office (Manila) to Hotel/Venue
- **Day 3: 06 July 2025 (Tentative)**
 - **Pick-up Time:** 1:30 PM (Tentative)
 - **Route:** Hotel/Venue to Presidential Communications Office (Manila)

Note: *The final schedule and exact pick-up times will be subject to confirmation by an authorized representative of the PCO-DMS. Pick-up times may vary and are not guaranteed to be uniform for all assigned trips or passengers.*

- **Inclusions:**
- **Air-conditioned vehicle** in good working condition, **inclusive of safety features** such as seatbelts and airbags for the driver and passengers, with comfortable seats, a luggage compartment, and an integrated luggage rack (for bus units).
- Disinfection and cleaning of the vehicle prior to use, with disinfectant items (e.g., alcohol, disinfectant sprays) available inside the vehicle.
- Updated **comprehensive vehicle insurance**.
- Licensed driver and driver's fee included in the rental. Fuel (gasoline/diesel), parking fees, toll/skyway fees, accommodation (if applicable), driver's meals, and applicable taxes must be included in the quotation.
- The vehicle and driver must be on standby at the pick-up location no less than **30 minutes prior** to the scheduled pick-up time.

Other Requirements:

- Each unit must be fully air-conditioned and in **excellent roadworthy condition**, with all legally required safety features for the driver and passengers (e.g., seatbelts, airbags, warning devices, etc.).
- The vehicle must be well-maintained, clean, and in mint condition, and capable of **operating reliably for at least ten (10) hours per day**.
- The supplier **shall be liable for any accidents** resulting from reckless driving, inadequate vehicle maintenance, or any form of negligence that

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| <p>results in death, injury, or damage to/loss of property.</p> <ul style="list-style-type: none"> • Supplier must submit actual photos of the vehicles along with the duly accomplished quotation. • Changes in travel schedules shall be allowed at least three (3) days' notice prior to the indicated date of the event and upon arrangement with the project management staff, and they must also conform to all terms and conditions. • The driver must be knowledgeable about local road networks and practical access routes to aid the field implementation team during actual field validation • The driver must be fully vaccinated (e.g., COVID-19 vaccine, among others); • Quotation MUST INCLUDE driver's meals, fuel, toll fees, accommodation, roro fees, and other environmental fees, and also overtime pay for the drivers (if possible) and other fees that may apply (if applicable); • Rental company must provide "best effort" basis replacement units on the day vehicles are restricted from the Unifies Vehicle Reduction Scheme (UVRRS) and during accidents and repairs with the same class and same carrying capacity; • <u>Inclusive of comprehensive insurance coverage (CIC), third party liability (TPL), bodily injury (BI), and Auto Passenger Insurance Coverage (APIC);</u> • <u>Submission of the Land Transportation Franchising and Regulatory Board (LTFRB) Passenger Accident Insurance Requirement prior to the deployment of the vehicle;</u> • Availability of a 24-hour action team to any road/traffic emergency situation, such as accidents and breakdowns. | |
| MEAL REQUIREMENTS | |
| <p>DAY 1: 04 July 2025</p> <ul style="list-style-type: none"> • Buffet Lunch for Sixty-One (61) pax (12:00 PM) • PM Snacks for Sixty-One (61) pax (3:00 PM) • Buffet Dinner for Sixty-One (61) pax (6:00 PM) <p>DAY 2: 05 July 2025</p> <ul style="list-style-type: none"> • Buffet Lunch for Sixty-One (61) pax (12:00 PM) • PM Snacks for Sixty-One (61) pax (3:00 PM) • Buffet Dinner for Sixty-One (61) pax (6:00 PM) • Meals for Solidarity Night for Sixty-One (61) pax (9:00 PM) | |

DAY 3: 06 July 2025

- Buffet Lunch for Sixty-One (61) pax (12:00 PM)

Buffet Lunch must consist of the following:

- a. Rice
- b. One (1) vegetable viand
- c. One (1) pork or beef viand
- d. One (1) chicken or fish or seafood viand
- e. One (1) salad (choice of green salad or starchy salad)
- f. One (1) soup
- g. One (1) dessert (fruit, pastry, kakanin, etc.)
- h. One (1) serving of drink included with the meal (choice of iced tea, juice, or soft drinks)

PM Snacks must consist of the following:

- a. One (1) Pasta or Noodle
- b. One (1) Sandwich or Pastry
- c. One (1) serving of drink included with the meal (choice of iced tea, juice, or soft drinks)

Buffet Dinner must consist of the following:

- a. Rice
- b. One (1) vegetable viand
- c. One (1) pork or beef viand
- d. One (1) chicken or fish or seafood viand
- e. One (1) salad (choice of green salad or starchy salad)
- f. One (1) soup
- g. One (1) dessert (fruit, pastry, kakanin, etc.)
- h. One (1) serving of drink included with the meal (choice of iced tea, juice, or soft drinks)

Meal for Solidarity Night must consist of the following:**Choice of Pica-Pica:**

- a. Selections of skewers or rolls or bite-sized snacks
- b. Variety of finger foods
- c. Mixed nuts and crackers
- d. Snack/Food Platters
- e. Assorted drinks and beverages

Please note:

1. The food menu should be planned with careful consideration of guests' allergies and dietary restrictions,

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| <p>while also prioritizing the reduction of single-use plastic utensils.</p> <p>2. Free-flowing purified water, brewed coffee, and tea must be provided throughout the event.</p> <p>3. Complimentary breakfast for Sixty-One (61) pax on Days 2 and 3.</p> | |
| ROOM ACCOMMODATION | |
| <p>Total Pax: Sixty-One (61) pax</p> <p>Date: 04 – 06 July 2025 (Tentative)</p> <ul style="list-style-type: none"> ● Check-in: 04 July 2025, 2:00 PM ● Check-out: 06 July 2025, 12:00 PM ● Number of Pax: Sixty-One (61) PCO/DMS Officials and Personnel ● Number and Type of Rooms: 31 rooms <ul style="list-style-type: none"> . Six (6) Single Occupancy Rooms for Officials b. Twenty (20) Double Occupancy Rooms for Staff c. Five (5) Triple Occupancy Rooms for Staff <p>Please Note: Complimentary breakfast for Sixty-One (61) pax on Days 2 and 3.</p> | |
| GENERAL REQUIREMENTS | |

- **Event Period: 04-06 July 2025 (Tentative)**
- The passing rate on the reasonableness of rental rates for the lease of Venue is set **at Ninety (90%)** after conducting a site visit.
- Service charges, waiters/servers, delivery charges, utensils (e.g., spoons, forks, cups, and tissues are available), and other related expenses are included.
- Final or additional venue requirements and instructions shall be determined by the representative from the PCO-DMS.
- The date may change two (2) weeks before or four (4) weeks after the indicated date herein.
- PCO End-users might visit or examine the proposed venue and function room via electronic means (e.g., Zoom teleconferencing) provided by the supplier at least a week prior to the said event.
- The Provider must not have a derogatory record in the PCO and other government agencies.
- The Notice of Award and Purchase Order must be acknowledged and returned to the PCO within three (3) days of receiving the electronic notice.
- The duly notarized Omnibus Sworn Statement must be submitted to the PCO within three (3) days of receiving the Notice of Award and Purchase Order.
- -Be aware that failure to submit the required documents within this timeframe will result in the forfeiture of the Notice of Award, Purchase Order, and Contract.
- The price quotation shall be inclusive of **all costs and applicable taxes** (i.e., VAT, delivery fee, bank fees, and other charges).
- Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative.
- Suppliers must be **PhilGEPS Accredited (at least Red Membership registration)**.
- Payment will be on a **SEND BILL ARRANGEMENT** (No down payment), i.e., full payment will be made after the completion of the event of delivery of the service/product.
- Must comply with food safety laws.
- Must not have a derogatory record in the PCO and other government agencies;
- PCO preferred that payment be deposited into a **Landbank Account** payable to avoid bank charges;

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| <p>otherwise, the Supplier will bear the cost.</p> <ul style="list-style-type: none"> - The meals/beverages served must be of high quality and prepared in a clean and hygienic manner in accordance with health and safety regulations. - In cases of unforeseen contingencies (i.e., Force majeure) the enforcement, postponement, and termination of the contract will be upon the recommendation of the PCO. | |
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| Payment Terms: 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. | |
| Liquidated Damages: 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. | |

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.

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| Lease of Venue with Meals, Room Accommodation, Technical Requirements, and Transportation Services for Digital Media Services Mid-Year Assessment Planning (Procurement/Contract No. 2025-06-071) | | | Approved Budget of the Contract: Nine Hundred Forty-Two Thousand Four Hundred Ten Pesos (PHP 942,410.00) <i>Note: The bid amount should not exceed the ABC.</i> | |
| ITEM DESCRIPTION (Lease of Venue) | A1 OFFERED RATE PER ROOM (₱) | B1 NUMBER OF ROOMS | C1 NUMBER OF DAY/S | SUBTOTAL A1 x B1 x C1 |
| FUNCTION ROOM / VENUE | | | | |
| Lease of Venue (Function Room with Technical) | Indicate the offered rate here | 1 | 3 days | Indicate the offered rate here |
| ITEM DESCRIPTION (Meals) | A2 OFFERED RATE PER PAX (₱) | B2 NUMBER OF PAX | C2 NUMBER OF DAYS | SUBTOTAL A2 x B2 x C2 |
| MEAL REQUIREMENTS | | | | |
| Buffet Lunch (Day 1, 2, & 3) | Indicate the offered rate here | 61 pax | 3 days | Indicate the offered rate here |
| PM Snacks (Day 1 & 2) | Indicate the offered rate here | 61 pax | 2 days | Indicate the offered rate here |
| Buffet Dinner (Day 1 & 2) | Indicate the offered rate here | 61 pax | 2 days | Indicate the offered rate here |

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| Meals for Solidarity Night (Day 2) | Indicate the offered rate here | 61 pax | 1 day | Indicate the offered rate here |
| ITEM DESCRIPTION (Room Accommodation) | A3 OFFERED RATE PER ROOM (₱) | B3 MAX NO. OF ROOMS | C3 NUMBER OF DAYS | SUBTOTAL A3 x B3 x C3 |
| ROOM ACCOMMODATION | | | | |
| Single Occupancy (04 - 06 July 2025) | Indicate the offered rate here | 6 rooms (6 pax) | 2 nights | Indicate the offered rate here |
| Double Occupancy (04 - 06 July 2025) | Indicate the offered rate here | 20 rooms (40 pax) | 2 nights | Indicate the offered rate here |
| Triple Occupancy (04 - 06 July 2025) | Indicate the offered rate here | 5 rooms (15 pax) | 2 nights | Indicate the offered rate here |
| ITEM DESCRIPTION (Transportation) | A4 OFFERED RATE PER UNIT (₱) | B4 MAX NO. OF UNIT | C4 NUMBER OF DAYS | SUBTOTAL A4 x B4 x C4 |
| TRANSPORTATION RENTAL | | | | |
| Bus Rental (04 & 06 July 2025) | Indicate the offered rate here | Indicate the quantity here | 2 days | Indicate the offered rate here |
| Van Rental (04 & 06 July 2025) | Indicate the offered rate here | Indicate the quantity here | 2 days | Indicate the offered rate here |
| TOTAL OFFERED QUOTATION (Total Amount for all Items) | | | In words: _____ _____ — | |
| | | | Figures: ₱ _____ | |

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 initiated 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.

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| 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]

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.

| | |
|-------------------------|--|
| 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]

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.

Affiant

NOTARY PUBLIC

My commission expires Dec. 31, 20____;

Not. Reg. No. _____;

Page No. _____;

Book _____;

Series of 20 _____:

RATING FACTORS AND DETERMINATION OF REASONABLENESS OF RENTAL RATES

A. TABLE OF RATING FACTORS FOR LEASE OF REAL PROPERTY

| | RATING FACTORS | WEIGHT (%) | RATING |
|-------------|--|-------------------|--------|
| I. | Availability | <u>100</u> | |
| | | | |
| II. | Location and Site Condition | | |
| | 1. Accessibility | (50) | |
| | 2. Sidewalk and waiting shed | (50) | |
| | | <u>100</u> | |
| III. | Neighborhood Data | | |
| | 1. Sanitation and health condition | (25) | |
| | 2. Police and fire station | (25) | |
| | 3. Restaurant | (25) | |
| | 4. Banking and Postal | (25) | |
| | | <u>100</u> | |
| IV. | Venue | | |
| | a. Structural condition | (20) | |
| | b. Functionality | | |
| | a. Conference Rooms | (10) | |
| | b. Room arrangement (e.g., single, double, etc.) | (5) | |
| | c. Light, ventilation, and air conditioning | (5) | |
| | d. Space requirements | (5) | |
| | c. Facilities | | |
| | a. Water supply and toilet | (4) | |
| | b. Lighting system | (5) | |
| | c. Elevators | (4) | |
| | d. Fire escapes | (4) | |
| | e. Firefighting equipment | (4) | |
| | f. Internet and Telecommunications | (4) | |
| | g. Audio visual equipment | (5) | |
| | d. Other requirements | | |
| | a. Maintenance | (5) | |
| | b. Attractiveness | (5) | |
| | c. Security | (5) | |
| | e. Catering Services | (5) | |
| | f. Client's satisfactory rating | (5) | |
| | | <u>100</u> | |
| | | | |
| I. | Availability | × (.5) = | |

| | | | |
|---------------------|------------------------------------|------------------|--|
| II. | Location and Site Condition | $\times (.1) =$ | |
| III. | Neighborhood Data | $\times (.05) =$ | |
| IV. | Venue | $\times (.35) =$ | |
| FACTOR VALUE | | | |

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.