



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : **07 July 2025**

RFQ No. : **2025-07-076**

Name of Company : _____
Address : _____
TIN : _____
PhilGEPS Registration : _____
No. : _____

Purchase Request No. : **2025-07-076**
End-User Unit : **Human Resource Development Division (HRDD)**

APP CY 2025 Reference: : **3rd APP 2025**
Source of Fund : **GAA 2025 Regular Fund**

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, Accommodation, Transportation Service and other Technical Requirements for the Training on Social Graces of HRDD 29 July 2025 (Procurement/Contract No. 2025-07-076)** with an Approved Budget for the Contract in the amount of **One Hundred Twenty-Six Thousand Six Hundred Fifty Pesos (PHP 126,650.00)**.

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 10 July 2025 at 8:00 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**

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.



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
procurement@pco.gov.ph.

(Original Signed)
JOHN JAFET A. SORIANO
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:

Lease of Venue with Meals, Accommodation, Transportation Service, and other Technical Requirements for the Training on Social Graces of HRDD 29 July 2025 (Procurement/Contract No. 2025-07-076) <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*	
The hotel must be available from 29 July 2025 for the event proper. Duration: 1 day 8:00 AM to 5:00 PM Function Room that can accommodate forty-five (45) pax	

2. LOCATION AND SITE CONDITION*

Accessibility: Must be within **Metro Manila**

Parking Space: Parking: Complimentary car park allotment for at least 5 vehicles with valet assistance.

Must have an available parking space for pick-up and drop-off participants

3. NEIGHBORHOOD DATA*

- **Proximity to necessary establishments:** Must be near other necessary establishments (i.e., banks, hospitals, etc.) Proximity to Postal and Telecommunications service providers
- **Sanitation and health condition:** Proper waste management system, such as regular garbage collection and with a Sanitary Permit from the appropriate authority
- **Police and Fire Station:** Proximity to Police and Fire Stations

4. TRANSPORTATION RENTAL

No. of Units	Date	Venue	Time
Can accommodate forty-five (45) pax	29 July 2025	Pick up: Gate 3, New Executive Building, Malacañang, San Miguel, Manila Drop Off: Any point within Metro Manila	Call time: 7:30 AM
Can accommodate forty-five (45) pax	29 July 2024	Pick up: Any point within Metro Manila Drop Off: Gate 3, New Executive Building, Malacañang, San Miguel, Manila	Call time: 4:30 PM

- Note: The vehicle may 1 or more, such as Vans, Van coaster, or others that can accommodate 45 pax
- Airconditioned Vehicles
- Rental company must provide immediate replacement 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;
- Inclusive of comprehensive insurance coverage (CIC), third

<p>party liability (TPL), bodily injury (BI), and Auto Passenger Insurance Coverage (APIC);</p> <p>➤ <u>Submission of the Land Transportation Franchising and Regulatory Board (LTFRB) Passenger Accident Insurance Requirement prior to the deployment of the vehicle;</u></p>	
Function Room / Technical Requirement*	
<p>Venue Requirement/s:</p> <p>I. Function Space: The venue must accommodate up to 45 pax.</p> <p>II. With Free-flowing purified water and brewed coffee, and tea.</p> <p>III. Set-up Style:</p> <ul style="list-style-type: none"> • Round table set-up with 5 chairs each. • High ceiling and fully air-conditioned hall <p>IV. Other Requirements: (Free of Charge)</p> <ul style="list-style-type: none"> • Basic sound system with at least four microphones • One (1) projector screen and an LCD projector, or at least one (1) 9x12 ft. LED Screen • Wi-Fi Internet Access • Two (2) secretariat tables and three (3) chairs • Use of Event signage(s)/ Signboard(s) • Use of Stanchion posts with Rope/ Retractable • Rostrum/ Podium for the stage • One (1) whiteboard with markers • At least two (2) wireless microphones • At least two (2) wired microphones with a stand • At least one (1) Extension cord per table • Technicians/Operators • One - two (1-2) whiteboards with stands with white whiteboard markers 	
Facilities	
<ul style="list-style-type: none"> - Fully air-conditioned facility; - Must have available hotel staff and technical personnel assisting during the event; - Continuous water supply & accessible comfort rooms (separate male and female); - Compliance with the standards provided by the Building Code of the Philippines; 	

<ul style="list-style-type: none"> - Must have at least one (1) operational elevator for four (4) or more-story buildings; - Accessible emergency exit and alarm, standby fire extinguisher, and automatic sprinkler; - Available telephone and/or Internet Connection of at least 50 Mbps; - Must have a lighting system bright enough for reading; - Provision of extension cords/ electrical outlets for the laptops of the participants at no additional expense; - Provision of pads, pencils, and mints/candies for 45 participants; - Provision of Philippine flag and pole; - Waived electricity charges for the use of laptops, printers, projectors, and cell phone chargers* - Supplier to set up 2 to 3 hours before the event and dismantle after the event proper. 	
Other Requirements	
<ul style="list-style-type: none"> - Provision of janitorial and maintenance services - Adequate security service (24/7) - Use of energy-efficient lighting - Options for multiple-use toiletries 	
CATERING SERVICES	
<p>Food & Beverage Requirement/s:</p> <p><u>29 July 2025</u></p> <ul style="list-style-type: none"> ➤ AM Snack (Pasta/Sandwich, unlimited drinks) ➤ Lunch (Chicken/Beef/Pork/Seafood, Vegetables, Rice, Dessert and Unlimited Drinks) ➤ PM Snack (Pasta/Sandwich, unlimited drinks) ➤ Free-flowing Coffee, Juice, and tea for the whole day <p><u>Time to be served:</u></p> <ul style="list-style-type: none"> ➤ 9:00/ 9:30 AM Snack ➤ 11:00 AM/ 12:00 PM (Early Lunch) ➤ 3:00/ 3:30 PM Snack ➤ In case of spoilage, the caterer shall be obliged to: Replace the spoiled food immediately, or the total cost of the spoiled food will be deducted from the total contract price, or Outright cancellation upon reaching ten (10) percent of the total amount of the contract price. ➤ In case of food poisoning, there shall be an outright cancellation of the contract. The caterer shall be outright 	

<p>blacklisted. The caterer shall shoulder the expenses in the case of hospitalization/medical treatment of personnel and/or guests affected.</p> <p>➤ The total cost of the spoiled food will be deducted from the total contract price, or</p>	
GENERAL REQUIREMENTS	
<ul style="list-style-type: none"> - 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-HRDD. - 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 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; otherwise, the Supplier will bear the cost. - 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.	
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.

Lease of Venue with Meals, Accommodation, Transportation Service, and other Technical Requirements for the Training on Social Graces of HRDD 29 July 2025 (Procurement/Contract No. 2025-07-076)			Approved Budget of the Contract: Twenty-Six Thousand Six Hundred Fifty Pesos (PHP 126,650.00). <i>Note: The bid amount should not exceed the ABC.</i>	
ITEM DESCRIPTION	A1 OFFERED RATE PER ROOM (₱)	B1 NUMBER OF ROOMS	C1 NUMBER OF DAY/S	SUBTOTAL A1 x B1 x C1
FUNCTION ROOM / VENUE				
Social Graces venue requirement	Indicate the offered rate here	1	1 day	Indicate the offered rate here
ITEM DESCRIPTION	A3 OFFERED RATE PER UNIT (₱)	B3 MAX NO. OF UNIT	C3 NUMBER OF DAYS	SUBTOTAL A3 x B3 x C3
TRANSPORTATION RENTAL				
Bus or Van	Indicate the offered rate here	1	1 day	Indicate the offered rate here
ITEM DESCRIPTION	A4 OFFERED RATE PER PAX (₱)	B4 MAX NO. OF PAX	C4 NUMBER OF DAYS	SUBTOTAL A4 x B4 x C4
MEAL REQUIREMENTS FOR 24 July 2025				

AM Snack	Indicate the offered rate here	45	1 day	Indicate the offered rate here
Buffet Lunch	Indicate the offered rate here	45	1 day	Indicate the offered rate here
PM Snack	Indicate the offered rate here	45	1 day	Indicate the offered rate here
TOTAL OFFERED QUOTATION (Total Amount for all Items)			In words: <hr/> Figures: ₱ <hr/>	

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.**

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]

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]

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.

[Insert signatory's legal capacity]
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.