



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

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Date : **14 July 2025**  
RFQ No. : **2025-07-090**

Name of Company	:	_____
Address	:	_____
TIN	:	_____
PhilGEPS Registration No.	:	_____
Purchase Request No.	:	<b>2025-07-090</b>
End-User Unit	:	<b>Human Resource Development Division</b>
APP CY 2025 Reference:	:	<b>5<sup>th</sup> APP 2025</b>
Source of Fund	:	<b>GAA 2025 Regular Fund</b>

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, Transportation, and other Technical Requirement for the 2025 PCO Wide Professional Relationship-Building Activity on 14-15 August 2025 (Procurement/Contract No. 2025-07-090)** with an Approved Budget for the Contract in the amount of **Three Million Nine Hundred Eighty-One Thousand Four Hundred Twenty-Five Pesos (PHP 3,981,425.00)**.

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](mailto:procurement@pco.gov.ph))** duly accomplished and signed by you or your duly authorized representative **not later than 17 July 2025 at 10:00 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 (*for ABC above five hundred thousand pesos*);
4. Duly Signed/Accomplished Revised and Updated Omnibus Sworn Statement (*template attached hereto as Annex "A".*) **to be Notarized by the eligible**

<sup>1</sup> 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.



- 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](mailto:procurement@pco.gov.ph).

(Original Signed)  
**MILDED A. GACUTAN**  
 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:

<b>Lease of Venue with Meals, Transportation, and other Technical Requirement for the 2025 PCO Wide Professional Relationship-Building Activity on 14-15 August 2025 (Procurement/Contract No. 2025-07-090)</b>					
<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				
<b>1. AVAILABILITY*</b>					
The Function Room must be available on <b>14-15 August 2025</b> <ul style="list-style-type: none"> <li>- Function Room can accommodate the following requirements;</li> </ul> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Date of Activity/s</th> <th>No. of pax required</th> </tr> </thead> <tbody> <tr> <td>Aug 14-15, 2025</td> <td>Four Hundred Thirty (430) pax</td> </tr> </tbody> </table>	Date of Activity/s	No. of pax required	Aug 14-15, 2025	Four Hundred Thirty (430) pax	
Date of Activity/s	No. of pax required				
Aug 14-15, 2025	Four Hundred Thirty (430) pax				
<b>Hotel Accommodation for (2) days and (1) night</b> (check-in: 14 August; check-out: 15 August)  <b>Inclusions:</b> Provision of function room for luggage and personnel on 14 August 2025 with complimentary breakfast for 15 August 2025.					

<p>Guest Room/ Accommodation Requirement:  <b>Check in:</b> August 14, 2025  <b>Check-out:</b> August 15, 2025  <b>Number of rooms required:</b></p> <ul style="list-style-type: none"> <li>- <b>VIP Room:</b> Fifteen (15) Rooms</li> <li>- <b>Double Occupancy Rooms:</b> Fifteen (15) Rooms</li> <li>- <b>Triple Sharing:</b> One Hundred Twenty (120) Rooms or <i>Quadruple Sharing: Ninety (90) Rooms, or Quintuple Sharing: Seventy-Two (72) Rooms, or Sextuple Sharing: Sixty (60) Rooms or Septuple Sharing: Fifty-Two (52) Rooms</i></li> </ul>	
<p><b>Professional Relationship-Building Activity with inclusion of Facilitators good for 450 pax</b></p> <p><b>Day 1: Aug 14, 2025</b></p> <ul style="list-style-type: none"> <li>• <b>Function Room Usage Duration:</b> 9:00 AM – 6:00 PM</li> <li>• <b>Seminar:</b> Managing Stress in the Workplace</li> <li>• <b>Basic GAD Orientation</b></li> </ul> <p><b>Day 2: Aug 15, 2025</b></p> <ul style="list-style-type: none"> <li>• <b>Duration:</b> 8:00 AM to 3:00 NN</li> <li>• <b>Outdoor Team Building:</b> physical activities that address Effective Communication.</li> <li>• Focus Group Discussion</li> </ul>	
<p><b>2. LOCATION AND SITE CONDITION*</b></p>	
<p><b>Accessibility:</b> Within Region IV-A  <b>Parking Space:</b> Must have at least Twenty (20) or 10% of guaranteed pax complimentary parking spaces for event guests. Must have available parking space for pick up and drop off participants.</p>	
<p><b>3. NEIGHBORHOOD DATA*</b></p>	
<ul style="list-style-type: none"> <li>- <b>Proximity to necessary Establishment:</b> Must be near other necessary establishments (i.e. banks, hospitals, etc.) Proximity to Postal and Telecommunications service providers</li> <li>- <b>Sanitation and health condition:</b> Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority</li> <li>- <b>Police and Fire Station:</b> Proximity to Police and Fire Stations</li> </ul>	
<p><b>4. VENUE/REAL PROPERTY*</b></p>	
<p><b>Structural Condition:</b> The structure is made of concrete and structural steel materials or a combination of both.</p>	
<p><b>Function Room / Technical Requirement*</b></p>	
<p><b>Venue Requirement/s:</b></p> <ul style="list-style-type: none"> <li>- Air-conditioned Function Room that can accommodate <b>the following: 14-15 August 2025 – 430 pax</b></li> <li>- The venue has to provide round tables and chairs</li> <li>- Conference Meeting Pads and Ballpens</li> </ul>	

<ul style="list-style-type: none"> <li>- Basic sound system with two microphones</li> <li>- Built-in projector screen and LCD projector</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> </ul>	
<b>Facilities</b>	
<ul style="list-style-type: none"> <li>- 4 units of wireless microphones for hosts, speakers, and interactors from guest participant</li> <li>- 1 basic light equipment</li> <li>- 1 basic sound equipment</li> <li>- Fully Airconditioned</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 story 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 430 participants</li> <li>- Provision of Philippine flag and pole</li> <li>- Waived electricity charges for the use of laptops, printers, projectors, and cell phone chargers</li> <li>- Inclusive of installation, dismantling, transportation expenses, crew meals, all costs, and applicable taxes to the proposed quotation.</li> </ul>	
<b>Other Requirements</b>	
<ul style="list-style-type: none"> <li>- Provision of janitorial and maintenance services</li> <li>- Adequate security service (24/7)</li> <li>- Use of energy-efficient lighting</li> <li>- Availability of certified first-aiders</li> <li>- Options for multiple-use toiletries</li> </ul>	
<b>CATERING SERVICES</b>	
<b>Meals good for 430 pax - Must be Halal Certified:</b>  <b>Day 1 (14 August 2025)</b> <ul style="list-style-type: none"> <li>- AM Snacks: Pasta/ Sandwich, unlimited drinks)</li> <li>- Lunch: Chicken or Beef, Pork or Seafood, Vegetables, Rice, Dessert and Unlimited Drinks)</li> </ul>	

<ul style="list-style-type: none"> <li>- PM Snacks: Pasta/ Sandwich, unlimited drinks)</li> <li>- Dinner: Chicken or Beef, Pork or Seafood, Vegetables, Rice, Dessert and Unlimited Drinks)</li> <li>- Free flowing Coffee, Juice, and Tea whole day</li> </ul> <p><b>Fellowship (good for 430 pax)</b>  Finger Food and Drinks  Equipment required  Sound System  Projector with widescreen  3 wireless microphones  Extension wires  Fast and stable internet connection</p> <p><b>Day 2 (15 August 2025)</b></p> <ul style="list-style-type: none"> <li>- Breakfast (complimentary)</li> <li>- AM Snacks (Pasta/ Sandwich, unlimited drinks)</li> <li>- Lunch (Chicken or Beef, Pork or Seafood, Vegetables, Rice, Dessert, and Unlimited Drinks)</li> <li>- PM Snacks (Pasta/ Sandwich, unlimited drinks)</li> <li>- Free-flowing Coffee, Juice, and Tea</li> </ul> <p><b>Meals Serving time: Must be Halal Certified</b>  9:00 AM (AM Snack),  12:00 PM (Lunch),  3:00 PM (PM Snack),  6:30 PM (Dinner)</p>	
<b>TRANSPORTATION REQUIREMENTS</b>	
<p><b>Shuttle Services (Bus) good for 430 pax</b></p> <ul style="list-style-type: none"> <li>• Shuttle Services from New Executive Building, Malacañang, Manila to within Region IV-A on 14 August 2025 (4:30 AM)</li> <li>• Shuttle Services from Region IV-A to New Executive Building, Malacañang, Manila 15 August 2025 (3:00 PM)</li> </ul> <p>I. Bus Capacity: Up to 49 pax capacity  II. Number of Shuttle: 9 buses  III. Date of Use: 14-15 August 2025  IV. Fully Airconditioned  V. Microphone TV  VI. Overhead rack &amp; Comportment</p> <p><b>Please Note:</b></p> <ol style="list-style-type: none"> <li>1. Actual photo of vehicle must be sent prior to the date of usage in the situation where the offered vehicle is unavailable, the replacement vehicle must be of equal or greater quality.</li> <li>2. Travel time may be adjusted, and the final schedule will be determined by the PCO-HRDD.</li> </ol>	

<p><b>Inclusions of the following:</b></p> <ol style="list-style-type: none"> <li>1. Disinfection of vehicles and disinfection items such as alcohol or disinfectant sprays stored inside the vehicles;</li> <li>2. Comprehensive vehicle insurance should be updated</li> <li>3. Toll Fees</li> <li>4. Parking Fees</li> <li>5. Driver's Meals Allowance</li> <li>6. Fuel Fees &amp; Drivers Fees</li> </ol> <p><b>Important Notes:</b> Busses will only transport participants to within Region IV-A from NEB and Vice-Versa</p>	
<p><b>GENERAL REQUIREMENTS</b></p>	
<ul style="list-style-type: none"> <li>- <b>Delivery Period:</b> 14-15 August 2025</li> <li>- <b>Delivery Address:</b> Must be within Region IV-A</li> <li>- The passing rate on the reasonableness of rental rates for lease of Venue is set at <b>Ninety (90%)</b> after conducting a site visit.</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>- Final or additional venue requirements and instructions shall be determined by the representative from the PCO-HRDD.</li> <li>- The date may change two (2) weeks before or four (4) weeks after the indicated date herein.</li> <li>- 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.</li> <li>- The price quotation shall be inclusive of <b>all costs and applicable taxes</b> (i.e., VAT, delivery fee, bank fees, and other charges).</li> <li>- Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative.</li> <li>- Suppliers must be <b>PhilGEPS Accredited (at least Red Membership registration)</b>.</li> <li>- Payment will be on a <b>SEND BILL ARRANGEMENT</b> (No down payment), i.e., full payment will be made after the completion of the event of delivery of the service/product.</li> <li>- Must comply with food safety laws.</li> <li>- Must not have a derogatory record in the PCO and other government agencies;</li> <li>- PCO preferred that payment be deposited into a <b>Landbank Account</b> payable to avoid bank charges; otherwise, the Supplier will bear the cost.</li> </ul>	

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

### **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, Transportation, and other Technical Requirements for the 2025 PCO Wide Professional Relationship-Building Activity on 14-15 August 2025 (Procurement/Contract No. 2025-07-090)</b>				
<b>ITEM DESCRIPTION</b>	<b>A1 OFFERED RATE PER ROOM (₱)</b>	<b>B1 NUMBER OF ROOMS</b>	<b>C1 NUMBER OF DAY/S</b>	<b>SUBTOTAL A1 x B1 x C1</b>
<b>FUNCTION ROOM / VENUE</b>				
Lease of Venue with Meals, Transportation, and other Technical Requirement for the 2025 PCO Wide Professional Relationship-Building Activity on 14-15 August 2025	indicate the offered rate here	1	2	
<b>ITEM DESCRIPTION</b>	<b>A2 OFFERED RATE PER ROOM (₱)</b>	<b>B2 NUMBER OF ROOMS</b>	<b>C2 NUMBER OF DAYS</b>	<b>SUBTOTAL A2 x B2 x C2</b>



<b>VIP Room</b>	indicate the offered rate here	15	2 days and 1 night	indicate the offered rate here
<b>Double Occupancy Rooms:</b>		15	2 days and 1 night	
<b>Triple Sharing:</b> or <b>Quadruple Sharing:</b> or <b>Quintuple Sharing:</b> or <b>Sextuple Sharing:</b> or <b>Septuple Sharing</b>		120 or 90 or 72 or 60 or 52	2 days and 1 night	
<b>ITEM DESCRIPTION</b>	<b>A3 OFFERED RATE PER PAX (₱)</b>	<b>B3 MAX NO. OF PAX</b>	<b>C3 NUMBER OF DAYS</b>	<b>SUBTOTAL A3 x B3 x C3</b>
<b>MEAL REQUIREMENTS FOR 14 August 2025</b>				
AM Snack	indicate the offered rate here	430 pax	1	indicate the offered rate here
Buffet Lunch	indicate the offered rate here	430 pax	1	indicate the offered rate here
PM Snack	indicate the offered rate here	430 pax	1	indicate the offered rate here
Buffet Dinner		430 pax		
<b>MEAL REQUIREMENTS FOR 15 August 2024</b>				
AM Snack	indicate the offered rate here	430 pax	1	indicate the offered rate here
Buffet Lunch	indicate the offered rate here	430 pax	1	indicate the offered rate here
PM Snack	indicate the offered rate here	430 pax	1	indicate the offered rate here



ITEM DESCRIPTION	A4 OFFERED RATE PER PAX (₱)	B4 MAX NO. OF UNIT	C4 NUMBER OF DAYS	SUBTOTAL A4 x B4 x C4
<b>Transportation Requirement</b>				
<b>Shuttle Services</b>	indicate the offered rate here	<b>9</b>	<b>2</b>	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:**

- Suppliers/Service providers shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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.
- 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.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The PCO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 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 \_\_\_\_\_.

<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.

**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 \_\_\_\_\_:

## 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>Availability</b>	<b><u>100</u></b>	
<b>II.</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(50)	
	2. Sidewalk and waiting shed	(50)	
		<b><u>100</u></b>	
<b>III.</b>	<b>Neighborhood Data</b>		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		<b><u>100</u></b>	
<b>IV.</b>	<b>Venue</b>		
	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)	
		<b><u>100</u></b>	



<b>I.</b>	<b>Availability</b>	× (.5) =	
<b>II.</b>	<b>Location and Site Condition</b>	× (.1) =	
<b>III.</b>	<b>Neighborhood Data</b>	× (.05) =	
<b>IV.</b>	<b>Venue</b>	× (.35) =	
<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.***