REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Komunikasyon
Ermita, City of Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 25 March 2022
RFQ No. : 2022-03-037

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

The **Presidential Communications Operations Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Lease of Real Property/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 Capacity Building Activity of the Office of the Director for Administration and Finance in Bolinao, Pangasinan**, with an Approved Budget for the Contract in the amount of **One Hundred Forty-Four Thousand Four Hundred Sixty Pesos (PhP144,460.00).**

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Kindly submit this RFQ, duly accomplished and signed by you or your duly authorized representative **not later than 28 March 2022 at 7:00AM.**

The venue offered shall be rated based on its compliance with the Technical Specifications that will be hereinafter discussed in Annex "A".

Apart from your PhilGEPS registration number, a copy of the following documentary requirements must be submitted as part of your quotation:

1. Valid Mayor's/Business Permit (for recently expired permit, please attach a copy the Official Receipt as proof of renewal.); and
2. Latest Income/Business Tax Return.

For validation purposes, **kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard**. Lastly, please be informed that submission of a copy of **BIR 2303** shall be required from the winning supplier prior to processing of payment.

For any clarification, you may contact us via email at **bac1@pco.gov.ph**

Original Signed
JOY MARIE P. PALOMA
Bids and Awards Committee 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.

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 and Accommodation for the Capacity Building Activity of the Office of the Director for Administration and Finance in Bolinao, Pangasinan *Important Note: State **"Comply"** in the column **"Statement of Compliance"** against each of the individual parameters of the each "Specifications".*	
Technical Specifications	***Statement of Compliance***
I. Availability Hotel Accommodation for three (3) days and two (2) nights (check-in 31 March 2022; check out 02 April 2022)	
II. Location: Bolinao, Pangasinan	
III. Neighborhood Data Sanitation and Health Condition – proper garbage facilities and complies with the health and sanitation required under the Sanitation Code of the Philippines	
IV. Venue a. Structural Condition – must be in good condition b. Functionality: **Function Hall for two (2) days:** ***For day 1 and 2: 31 March and 01 April 2022*** - 8:00 AM to 5:00 PM - Good for 12 pax with social distancing - Fully air-conditioned - Complimentary pens and papers for participants - Basic sound system - Projector with wide screen - At least 2 wireless microphones - Extension wires - Fast and stable internet connection - Free flowing coffee and water - Tables and chairs to accommodate 12 pax - Whiteboard and whiteboard marker - Fast and stable internet connection ***For day 1: 31 March 2022*** - 6:00 PM to 9:00 PM - Good for 12 pax with social distancing - Fully air-conditioned - At least 2 wireless microphones - Extension wires - Fast and stable internet connection - Finger foods and Drinks -Tables and chairs to accommodate 12 pax	

c. Room Arrangement: - 31 March to 02 April 2022 (3 days, 2 nights) Room requirement: - Two (2) VIP Rooms with complimentary breakfast - Five (5) Twin-sharing Rooms with complimentary breakfast d. Facilities - Continuous water supply and accessible comfort room - Operational elevator (24/7) requirement - Accessible emergency exit and alarm standby fire extinguisher and automatic sprinkler e. Meals Day 1: 31 March 2022 - AM Snacks (sandwich and drinks) - Lunch (Chicken, Beef, Pork, Seafood, Vegetables, Rice, Dessert and Drinks) - PM Snacks (Pasta, Sandwich, and drinks) - Dinner (Chicken, Beef, Pork, Seafood, Vegetables, Rice, Dessert and Drinks) Day 2: 01 April 2022 - AM Snacks (sandwich and drinks) - Lunch (Chicken, Beef, Pork, Seafood, Vegetables, Rice, Dessert and Drinks) - PM Snacks (Pasta, Sandwich, and drinks) - Dinner (Chicken, Beef, Pork, Seafood, Vegetables, Rice, Dessert and Drinks) Day 3: 02 April 2022 - Breakfast (complimentary) - AM Snacks (sandwich and drinks) - Lunch (Chicken, Beef, Pork, Seafood, Vegetables, Rice, Dessert and Drinks)	
Other requirements/notes: -The passing rate on the reasonableness of rental rates for lease of venue is set at 80% -The date may change 2 weeks prior to or 4 weeks after the indicated date; -Payment will be made on a Send Bill Arrangement (i.e, full payment will be made after the completion of the event). Thus, no down payment will be made; -The price quotation shall be inclusive of all costs and applicable taxes; -Agreement may be subject to rescheduling and cancellation subject to protocol and guidelines established by the IATF/LGU. -Must be accredited by the Department of Tourism (DOT) - Adequate security service (24/7)	

- The venue shall accept any of the following COVID-19 test: RT-PCR/Swab, Antigen, Saliva, Rapid Test, etc. for the participants upon entry if not fully vaccinated. -Provide an itinerary for the team building activities two (2) weeks prior to the travel date. -Service charge, waiters/servers, delivery charge, utensils (i.e., sterilized spoon and fork; availability of disposable spoon and fork upon request; cup; tissue; etc.) and other related expenses must be included. -Menu Subject to final approval of the PCOO. -If necessary, waiters/servers must comply with all travel docs required by the LGU/IATF such as Travel order, ID, RT-PCR Swab Result, etc).	

FINANCIAL OFFER

Please quote your **best offer**. Please do not leave any blank item. Indicate **"0"** if item being offered is for free.

Lease of Venue with Meals and Accommodation for the Capacity Building Activity of the Office of the Director for Administration and Finance in Bolinao, Pangasinan ABC: PhP144,460.00	
Your Total Offered Quotation in Words	***In 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 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 PCOO 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 PCOO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
11. Cancellation and/or rescheduling based on government health regulations shall be allowed with no charge or penalty on the part of the PCOO. Cancellations and/or rescheduling for other reasons made no later than twenty-four (24) hours before the date of the event shall not incur any charge or penalty on the part of the PCOO.

Signature over Printed Name	
Position/Designation	
Office Telephone/ Fax/ Mobile Nos	
Email address/es	

RATING FACTORS						
	Technical Specifications:	**Assigned Weights**	**Puerto Del Sol**	**Sundowners PH**	**Birdland Beach Club**	**Comments/Remarks**
Availability:	Accommodation with Lease of venue and Meal good for 12 pax with social distancing for 31 March - 02 April 2022	100%				
TOTAL AVAILABILITY		100%	0%	0%	0%	
Location	Province of Pangasinan	100%				
TOTAL LOCATION AND SITE CONDITION		100%	0%	0%	0%	
Neighborhood data:	Sanitation and Health condition - proper garbage facilities and complies with the health and sanitation standard required under the Sanitation Code of the Philippines	100%				
TOTAL NEIGHBORHOOD DATA		100%	0%	0%	0%	
Venue:	**a) Structural condition** - the building is made of concrete and structural steel materials or combination of both	10%				
	b) Functionality					
	1. Room Accommodation					
	for ODAF Capacity Building Activity on 31 March - 02 April 2022					
	Hotel Accommodation for (3) days and (2) nights (check in: 31 March; check out: 02 April) Inclusions: with complimentary breakfast Specifications: Twenty (2) VIP Rooms for single occupancy Sixty (5) Double Occupancy Rooms	20%				
	2. Plenary Hall/Function Room/Teambuilding Activity					
	for ODAF Capacity Building Activity on 31 March - 02 April 2022					
	Function Room/ Teambuilding Venue: Venue for 12 pax with social distancing Materials and equipment to be provided by the hotel Complimentary pens and papers for participants Equipment required: Basic Sound System Projector with wide screen Whiteboard 3 wireless microphones Extension wires Fast and stable internet connection	20%				
	c) Facilities					
	Continuous water supply & accessible comfort room	2%				
	Operational Elevator (24/7) requirement	2%				
	Accessible emergency exit and alarm standby fire extinguisher and automatic sprinkler	2%				
	Available Telephone and/or Internet Connection within the premises of the building	2%				
	d) Other requirements: - adequate security service (24/7) - With complimentary parking slots for at least 10% of the total number of participants or minimum of 10 parking slots	2%				
	e) Catering Services/Meals					
	for ODAF Capacity Building Activity on 31 March - 02 April 2022					
	-AM Snacks (sandwich and drinks) -Breakfast (complimentary) -Lunch (Chicken, Beef, Pork, Seafood, Vegetables, Rice, Dessert and drinks) -PM Snacks (Pasta, sandwich, drinks) -Dinner (Chicken, Beef, Pork, Seafood, Vegetables, Rice, Dessert and drinks)	40%				
TOTAL VENUE		100%	0%	0%	0%	

Major Criteria	Assigned Weights			
Availability	**8%**	**0%**	**0%**	**0%**

Location and Site Condition	7%
Neighborhood Data	5%
Venue	80%
Total	100%
PASSING RATE:	80%

0%	0%	0%
0%	0%	0%
0%	0%	0%
0%	0%	0%