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 : 19 April 2022
RFQ No. : 2022-04-027

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 and Venue under Section 53.10** of the 2016 Revised Implementing Rules and Regulationsof Republic Act No. 9184, for the project: **Lease of Venue for the conduct of 2022 FOI Receiving Officers' Hangouts in Manila** *Inclusive of the following dates: 2, 4, 6, 9, 11, 13, 16 and 18 May 2022 (8 batches),* with an Approved Budget for the Contract in the amount of **Four Hundred Thirty-Two Thousand Pesos (PHP 432,000.00)**

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 21 April 2022 at 1:00PM.**

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.);
2. Omnibus Sworn Statement *(template Attached hereto as Annex B)*[1]; and
3. Latest Business/Income 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)
DIR. MARK WAYNE E. EUBANK
Head, BAC Secretariat

[1] Original duly signed Omnibus Sworn Statement (OSS); *and if applicable, Original Notarized Secretary's Certificate/Board Resolution in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.*

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 ofthe 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 for the conduct of 2022 FOI Receiving Officers' Hangouts *Inclusive of the following dates: 2, 4, 6, 9, 11, 13, 16 and 18 May 2022 (8 batches)* *Important Note: State **"Comply"** in the column **"Statement of Compliance"** against each of the individual parameters of the each "Specifications".*		
Description/Technical Specifications	***Quantity and Unit of Measure***	***Statement of Compliance***
Lease of Venue for the conduct of 2022 FOI Receiving Officers' Hangouts *Inclusive of the following dates: 2, 4, 6, 9, 11, 13, 16 and 18 May 2022 (8 batches)* Function Room/Plenary Hall for 60 pax per session (for twelve (12) hours) - can accommodate sixty (60) persons per session with social distancing and health safety protocols in compliance with IATF Resolutions; - high ceiling and fully airconditioned hall; - Slightly raised platform (stage); - Round table set up with 5-6 chairs each; and - The venue should not require COVID-19 test (i.e., Swab, antigen, saliva, rapid test) for the participants and working committee Inclusive Equipment/Materials: - Registration table with chairs; - Whiteboard and markers; - Complimentary pens and papers per table (good for 60 pax per session); - Podium with Philippine Flag; - LED Projector and Screen; - Complete Sound System with technical - support; - 5 wireless microphones; - Extension cords per table;	1 Lot	

- Fast and stable internet connection with at least 50mbps; - Hygiene Kit at the entrance of function room (e.g., temperature scanner and alcohol dispensers); - Signages; - with at least 6 complimentary parking 2. Meals Package for 60 pax per session - Plated Heavy Snack: o Pasta; o Meat; o Sandwich / bread; o Drinks; - Free flowing water, coffee, and tea - 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. - 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). - Menu subject to the final approval of the PCOO.		
Must not have charges or waived corkage charges for PCOO participants who will bring bottled water and light snacks inside the venue.		
Neighborhood Data: Sanitation and Health Condition – proper garbage facilities and complies with the health and sanitation required under the Sanitation Code of the Philippines		
Other requirements: - The passing rate on the reasonableness of rental rates for at lease of venue is set at **80%;** (please refer to Annex A) - The date may change to 2 weeks prior or 4 weeks after the indicated date and/or due to inclement weather; - Payment will be made on a Send Bill; Arrangement (i.e, full payment will be processed 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; and - Must be accredited by the Department of Tourism (DOT) - Price validity shall be for 60 calendar days - 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. - 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.	

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 for the conduct of 2022 FOI Receiving Officers' Hangouts *Inclusive of the following dates: 2, 4, 6, 9, 11, 13, 16 and 18 May 2022* **(***8 batches)* **Four Hundred Thirty-Two Thousand Pesos (PHP 432,000.00)**	
Total Quote/Price Offer in words (inclusive of taxes):	***Total Quote/Price Offer in figures (inclusive of taxes):***

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 ***sixty (60) 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 otherterms 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 thetechnical 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	

ANNEX "A"
TABLE OF RATING FACTORS
(TO BE FILLED OUT BY THE PCOO BAC – TECHNICAL WORKING GROUP ONLY)

Name of Project : **Lease of Venue for the conduct of 2022 FOI Receiving Officers' Hangouts** *Inclusive of the following dates: 2, 4, 6, 9, 11, 13, 16 and 18 May 2022* (*8 batches)*

: 2022-04-027

RFQ No. _____

Passing Rate : **80%**

Lessor/Supplier : _____

		WEIGHT %	RATING
1	Availability		
	Venue available on 2, 4, 6, 9, 11, 13, 16 and 18 May 2022 (8 batches)	100%	
	Total Availability	**100%**	
2	Location and Site Condition		
	A. Parking Space – at least 6 reserved parking spaces.	10%	
	B. Venue must be within Metro Manila	90%	
	Total Location and Site Condition	**100%**	
3	Real Property:		
	Structural Condition – the building is made of reinforced concrete, structural steel, or combination of both and is designed in compliance with the latest Building Code of the Philippines and National Structural Code of the Philippines	10%	
	Functionality: - Must have function room that can accommodate sixty (60) pax with social distancing for twelve (12) hours; - High ceiling and fully airconditioned hall;	40%	
	Facilities: - Continuous water supply & accessible restroom/comfort room - Accessible emergency exit and alarm standby fire extinguisher and automatic sprinkler - Available Telephone and/or Internet connection within the premises of the venue.	7%	
	Other requirements: - Adequate security service (24/7)	3%	
	Catering services/Meals - Provision of plated heavy snack; - Provision of free-flowing distilled/purified drinking water with dispenser/s	40%	
	Total Real Property	**100%**	

Major Criteria	Assigned Weights
Availability	8%
Location and Site Condition	12%
Real Property	80%
Total	100%

ANNEX "B"

Omnibus Sworn Statement
[shall be submitted with the Quotation]

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].

[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].

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.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, _____, at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, _____, at _____, Philippines. Affiant is personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her _____ with his/her photograph and signature appearing thereon, with No. _____ issued on _____ at _____.

WITNESS my hand and seal this _____.

Doc. No. _____
Page No._____
Book No. _____
Series of 2022.