



Office of the President of the Philippines  
PRESIDENTIAL COMMUNICATIONS OFFICE  
Manila

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Date : 20 March 2024  
RFQ No. : 2024-03-008

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
TIN : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

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** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Lease of Venue for the conduct of FOI Workshop for Librarians on April 12, 2024 (Procurement/Contract No. 2024-PCO-020)**, with an Approved Budget for the Contract in the amount of **Two Hundred Ninety-Five Thousand Pesos (PHP 295,000.00)**.

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 [via e-mail \(bac1@pco.gov.ph\)](mailto:bac1@pco.gov.ph) duly accomplished and signed by you or your duly authorized representative **not later than 25 March 2024 at 10:00AM.**

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 of the Official Receipt as proof of renewal.);
2. Actual photo of the venue;
3. Duly Accomplished Omnibus Sworn Statement (template attached hereto as Annex “A”.) to be Notarized by the eligible supplier prior to payment.

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](mailto:bac1@pco.gov.ph)

*Original Signed*  
**MARY WILLEN DJ. RENOMERON**  
BAC 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:

<b>Lease of Venue for the conduct of FOI Workshop for Librarians on April 12, 2024 (Procurement/Contract No. 2024-PCO-020)</b> <i>Important Note: State “Comply” in the column “Statement of Compliance” against each of the individual parameters of the each “Specifications”.</i>		
<b>Technical Specifications</b>	<b>Quantity and Unit of Measurement</b>	<b>Statement of Compliance</b>
<p><b>Lease of Venue with Meals and Technical requirements for the conduct of FOI Workshop for Librarians on April 12, 2024 (Procurement/Contract No. 2024-PCO-020)</b></p> <p><b><i>Inclusions:</i></b></p> <p>Functions room good for eleven (11) hours (6:00AM - 7:00PM)</p> <ul style="list-style-type: none"> <li>- Can accommodate 110 pax with social distancing;</li> <li>- Classroom type with maximum of 4 chairs per table;</li> <li>- High ceiling and fully air-conditioned hall;</li> <li>- Podium and Philippine Flag;</li> <li>- Slightly raised platform (stage);</li> <li>- Complimentary pen and paper (good for 110 pax);</li> <li>- At least 50% complimentary parking slots;</li> <li>- One (1) whiteboard with markers;</li> <li>- Ten (10) extension cords;</li> <li>- Fast and stable internet connection (minimum of 5-10mbps);</li> <li>- Provide temperature scanner and alcohol dispensers;</li> <li>- Provision of registration table with chairs; and</li> <li>- Directional signage to the event</li> </ul> <p><b>Presentation and Sound Requirements:</b></p> <ul style="list-style-type: none"> <li>- 9x12” LED screen, with 1080p resolution, or four (4) big LCD Projector with white screen;</li> </ul>	<p>1 Lot</p>	

<ul style="list-style-type: none"> <li>- Two (2) wireless microphones;</li> <li>- Two (2) wired microphones with stand;</li> <li>- Technical operators;</li> <li>- Needed peripherals;</li> <li>- Splitter cable;</li> <li>- Complete sound system with at least two (2) technical support available during the tech run and program proper; and</li> <li>- Other necessary equipment needed</li> </ul> <p><b>Meal requirements:</b></p> <ul style="list-style-type: none"> <li>- Plated light AM snacks (bread, iced tea/juice);</li> <li>- Heavy lunch Managed buffet (Soup and Salad, Chicken, Beef, Seafood, Vegetables, Rice, Dessert, and Iced Tea/Juice/Softdrinks);</li> <li>- Plated Light PM snacks (Pasta sandwich, Assorted Fruits, and Iced Tea/Juice);</li> <li>- Service charge. waiters/servers, utensils (i.e., sterilized spoon and fork);</li> <li>- Availability of disposable spoon and for upon request; cup; tissue; etc.) and other related expenses must be included;</li> <li>- Menu is subject to the final approval of FOI-PMO;</li> <li>- Whole-day free-flowing coffee, tea, bottled soda, and water</li> </ul>		
<p><b>Important Notes:</b></p> <ol style="list-style-type: none"> <li>I. The date may change two (2) weeks prior to or four (4) weeks after the indicated date;</li> <li>II. Payment will be 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;</li> <li>III. The price quotation shall be inclusive of all costs and applicable taxes (i.e., bank charges, VAT, other changes, etc.)</li> <li>IV. Landbank account is preferred, if not, supplier shall shoulder the bank fees;</li> <li>V. Price quotation shall be valid for six (6) months;</li> <li>VI. Must comply with food safety laws.</li> </ol>		
<p><b>General Conditions:</b></p> <ol style="list-style-type: none"> <li>I. Supplier shall submit signed proposal/quotation and submit details of your company;</li> <li>II. Supplier shall quote the lowest price on the item/s listed</li> </ol>		

<p>and submit a filled-out quotation duly signed by their representative;</p> <p><b>III.</b> Supplier must be <b>PhilGEPS Accredited (at least Red Membership registration)</b>;</p> <p><b>IV.</b> No down payment:</p> <p><b>V.</b> Payment will be on a <b>SEND BILL ARRANGEMENT</b>, i.e., full payment will be made after the completion of the event of delivery of the service/product;</p> <p><b>VI.</b> Price validity shall be for a period of sixty (60) calendar days;</p> <p><b>VII.</b> Price quotations shall be inclusive of all costs and applicable tax (i.e., bank charges, VAT, other charges, energy fee, consultants fee, agency fee, etc.)</p> <p><b>VIII.</b> Payment processing is after service/product have been delivered; and</p> <p><b>IX.</b> Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charge/s.</p>		
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**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 FOI Workshop for Librarians on April 12, 2024 (Procurement/Contract No. 2024-PCO-020)	
Unit Price	Total Price per Item (Inclusive of taxes)
<i>Your Total Offered Quotation in Words</i>	
<i>In figures</i>	

**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.

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.**
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 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.

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

## ANNEX “A” OSS Template

### Omnibus Sworn Statement *[shall be submitted with the Quotation]*

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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];

*[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

1. 8. *[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.

9. 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 2024.

