



Office of the President of the Philippines  
PRESIDENTIAL COMMUNICATIONS OFFICE  
Manila

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Date : 02 May 2024

RFQ No. : 2024-05-001

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 under Section 53.10** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Lease of Venue for the UniComm Assembly for the SONA 2024 (Procurement/Contract No. 2024-PCO-046)**, with an Approved Budget for the Contract in the amount of **Three Hundred Eighty-Seven Thousand Five Hundred Pesos (PHP 387,500.00)**.

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 06 May 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. Latest Income/Business Tax Return; and
3. Duly Filled Omnibus Sworn Statement (*template attached hereto as Annex “A”*.) to be Notarized by the eligible Lowest/Single Calculated Bidder.

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)  
**MILDRED A. GACUTAN**  
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 UniComm Assembly for the SONA 2024 (Procurement/Contract No. 2024-PCO-046)</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>Statement of Compliance</b>
<b>Event Details</b> <b>Location: Within Manila City</b>	
<b>Nature of Event:</b> UniComm Assembly for the SONA 2024 <b>Number of Attendees:</b> One Hundred Fifty (150) pax <b>Participants:</b> Presidential Communications Office (PCO) Officials and Government Representatives, Stakeholders, and Media <b>Event Date:</b> May 10, 2024 (Tentative) <b>Event Time:</b> 5:00 PM – 9:00 PM (Tentative) or 4 hours of rental <i>*Note: Event date and time is tentative/awaiting confirmation from the Presidential Communications Office-Office of the Undersecretary for Digital Media Services (PCO-OUDMS)</i>	
<b>Venue Requirements</b>  <b>Function Space/Meeting Room:</b> The venue must accommodate up to One Hundred Fifty (150) pax <ol style="list-style-type: none"><li>a. Access of function room for the whole duration of the event with inclusive of set-up and dismantle hours (12:00 PM – 11:00 PM); and</li><li>b. Free flowing purified water and brewed coffee and tea.</li></ol> <b>Set-up Style:</b>	

<ul style="list-style-type: none"> <li>a. Venue has to provide round tables and chairs for One Hundred Fifty (150) pax; and</li> <li>b. Round table/Banquet style</li> </ul> <p><b>Parking:</b> Complimentary car parking allotment for at least 15 vehicles with valet assistance</p> <p><b>Other Requirements: (Free of Charge)</b></p> <ul style="list-style-type: none"> <li>a. Provide alcohol dispensers at the entrance/registration area;</li> <li>b. Rostrum/Podium for the stage;</li> <li>c. Two (2) registration tables and three (3) chairs;</li> <li>d. Black table cloth for registration table;</li> <li>e. Basic sound system with two microphones;</li> <li>f. Air-conditioned function room/venue;</li> <li>g. Built in projector screen and LCD projector; and</li> <li>h. Wi-Fi Internet access.</li> </ul>	
<p><b>Meal Requirements</b></p> <p><b>Buffet Dinner for One Hundred Fifty (150) pax</b></p> <ul style="list-style-type: none"> <li>a. Inclusive of rice, choice of meats between pork, chicken, beef, and fish, appetizer, soup, salad, side dishes, dessert, drinks, and etc.;</li> <li>b. Service charge, waiters/servers, delivery charge, utensils (e.g., spoons, forks, cups, and tissue are available) and other related expenses included;</li> <li>c. The final count and menu order to be determined by the Presidential Communications Office- Office of the Undersecretary for Digital Media Services (PCO- OUDMS);</li> <li>d. Food menu and tasting, subject for approval of PCO- OUDMS, 2 to 5 days prior to actual event;</li> <li>e. Must comply with food and safety laws; and</li> <li>f. Food menu arrangement must consider the allergies and food restriction of the guests.</li> </ul>	
<p><b>Technical Requirements</b></p> <p><b>Rental for four (4) hours</b></p> <ul style="list-style-type: none"> <li>I. One (1) set of LED Wall Screen with high refresh rate 9ft H x 12ft L;</li> <li>II. Four (4) units of wireless microphone for hosts, speakers, and interactor from guest participants;</li> <li>III. One (1) lot of basic light equipment;</li> <li>IV. One (1) lot of basic sound equipment</li> <li>V. One (1) 50" TV prompter with stand</li> </ul>	

<p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>a. Inclusive of installation, dismantling, transportation expenses, crew meals, all costs and applicable taxes to the proposed quotation; and</li> <li>b. Supplier to set-up 4 to 12 hours before the event and dismantle after the event proper</li> </ul>	
<p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>I. Final or additional venue requirements and instructions shall be determined by the representative from the PCO-LOUDMS. Representative from PCO-LOUDMS shall visit or examine the proposed venue and function rooms provided by the supplier at least a week prior; and</li> <li>II. Date and time may change one (1) week to prior to the event.</li> </ul>	
<p><b>General Conditions:</b></p> <ul style="list-style-type: none"> <li>I. The passing rate on the reasonableness of rental rates for Lease of Venue is set at 90%;</li> <li>II. The date may change two weeks prior or four weeks after the indicated date;</li> <li>III. Supplier shall submit signed proposal/quotation and submit details of your company;</li> <li>IV. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative;</li> <li>V. Supplier must be <b>PhilGEPS Accredited (at least Red Membership registration)</b>;</li> <li>VI. No down payment:</li> <li>VII. 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;</li> <li>VIII. Price validity shall be for a period of sixty (60) calendar days;</li> <li>IX. 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.)</li> <li>X. Payment processing is after service/product have been delivered; and</li> <li>XI. Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charge/s.</li> </ul>	

**FINANCIAL OFFER**

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

<b>Lease of Venue for the UniComm Assembly for the SONA 2024 (Procurement/Contract No. 2024-PCO-046)</b>	
<b>ABC: Three Hundred Eighty-Seven Thousand Five Hundred Pesos (PHP 387,500.00)</b>	
<b><i>Unit Price</i></b>	<b>Total Price per Item (Inclusive of taxes)</b>

**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.**

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	