



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 02 May 2024

RFQ No. : 2024-05-004

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 Training of Trainers in Cebu City on 14-17 May 2024 (Procurement/Contract No. 2024-PCO-049)**, with an Approved Budget for the Contract in the amount of **Four Hundred Seven Thousand Two Hundred Fifty Pesos (PHP 407,250.00)**.

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 02:00 PM.**

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

CERTIFIED
ISO 9001



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Tel Nos. (02) 8734-7420 • 8734-5966
records@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:

Lease of Venue for the Training of Trainers in Cebu City on 14-17 May 2024 (Procurement/Contract No. 2024-PCO-049) <i>Important Note: State “Comply” in the column “Statement of Compliance” against each of the individual parameters of the each “Specifications”.</i>	
Technical Specifications	Statement of Compliance
<p>Room Accommodation: Triple Sharing Rooms (3 beds) – One (1) room Twin Sharing Deluxe Rooms (Two beds) – Two (2) rooms Single Occupancy Rooms (One king size bed) – Eight (8) rooms</p> <p>Date: 14-17 May 2024 Duration: 4 days and 3 nights</p> <p>Inclusions:</p> <ul style="list-style-type: none"> ○ Within Cebu City; ○ With complimentary breakfast included and parking provision; ○ With fast internet connection; ○ Must have continuous water supply and accessible comfort room; ○ Accessible emergency exit and alarm standby fire extinguisher and automatic sprinkler 	
<p>Venue Requirements:</p> <ol style="list-style-type: none"> 1. Can accommodate sixty (60) pax with social distancing 2. Classroom type set-up with 2 chairs for each table 3. High ceiling and fully air-conditioned hall 4. Podium and Philippine Flag 5. Slightly raised platform (stage) 6. Complimentary pens and paper (good for 60 pax) 7. At least 50% complimentary parking slots 8. One (1) whiteboard with markers 	

<p>9. Four (4) extension cords per function room 10. Fast and stable internet connection 11. Provision for registration table with chairs 12. Directional signage to the event 13. Provide temperature scanner and alcohol dispenser</p>	
<p>Technical Requirements</p> <ol style="list-style-type: none"> 1. Two (2) Led Walls/Boards <ul style="list-style-type: none"> • Size: 7x10 ft. • Resolution: 1080p • LED Wall and all technical requirements must be set up at the venue day before the event proper (For tech run) 2. Video Controller Mixer 3. Complete Sound System with technical support 4. Four (4) wireless microphones 5. Two (2) wired microphones with stand 6. Technicians/Operators 7. Needed paraphernalia's 8. Splitter cable 	
<p>INCLUSIVE Meals: For sixty (60) participants</p> <ul style="list-style-type: none"> • Heavy AM Snacks (Pasta, Sandwich, Assorted Fruits, and Iced Tea/Juice) – to be served at 10AM • Heavy Lunch (Soup and Salad, Chicken, Beef, Seafood, Vegetables, Rice, Dessert, Pasta/Noodles and Iced Tea/Juice/Soft drinks) – to be served at 12NN • Heavy PM Snacks (Pasta, Sandwich, Assorted Fruits, and Iced Tea/Juice) – to be served at 3PM <p>All meals shall include the following:</p> <ul style="list-style-type: none"> • Whole-day free-flowing Coffee, tea, bottled soda, and water • Snack bar (finger-foods, small sandwiches, or chips) • Managed Buffet Style with waiters to assist in regular guests • (VIP Guests will be served Plated Meals good for 20 pax) <p>Technical Requirements:</p> <ul style="list-style-type: none"> • 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 the final approval of the FOI 	
<p>IMPORTANT NOTES:</p> <ol style="list-style-type: none"> I. The date may change two (2) weeks prior to or eight (8) weeks after the indicated date; II. Payment will be on a Send bill arrangement (i.e., full payment will be made after the completion of the event), thus no downpayment will be made; 	

<ul style="list-style-type: none"> III. Price Quotation shall be valid for six (6) months; IV. Landbank account is preferred, if not, Supplier shall shoulder the bank fees; and V. The price quotation shall be inclusive of all costs and applicable taxes. 	
<p>General Conditions:</p> <ul style="list-style-type: none"> I. The passing rate on the reasonableness of rental rates for Lease of Venue is set at 80%; II. The date may change two weeks prior or four weeks after the indicated date; III. Supplier shall submit signed proposal/quotation and submit details of your company; IV. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative; V. Supplier must be PhilGEPS Accredited (at least Red Membership registration); VI. No down payment: VII. Payment will be on a SEND BILL ARRANGEMENT, i.e., full payment will be made after the completion of the event of delivery of the service/product; VIII. Price validity shall be for a period of sixty (60) calendar days; 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.) X. Payment processing is after service/product have been delivered; and XI. Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charge/s. 	

FINANCIAL OFFER

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

<p>Lease of Venue for the Training of Trainers in Cebu City on 14-17 May 2024 (Procurement/Contract No. 2024-PCO-049) ABC: Four Hundred Seven Thousand Two Hundred Fifty Pesos (PHP 407,250.00)</p>	
<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:

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	