



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 30 May 2024

RFQ No. : **2024-05-087**

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 53.10** of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Lease of Venue for the 2024 HRDD Capacity Building Strategic Planning (Procurement/Contract No. 2024-05-087)** with an Approved Budget for the Contract in the amount of **Two Hundred Forty Thousand Pesos (PHP 240,000.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on 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 03 June 2024 at 9:00 AM.**

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 permits, please attach a copy of the Official Receipt as proof of renewal.);
2. Latest Income Tax Return (ITR);
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

Original signed
JOHN JAFET A. SORIANO
BAC Secretariat

INSTRUCTIONS:

- Accomplish this RFQ correctly and accurately.
- Do not alter the contents of this form in any way.
- All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- 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:

<i>Lease of Venue for the 2024 HRDD Capacity Building Strategic Planning (Procurement/Contract No. 2024-05-087)</i>	
<i>Important Note: State "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specifications".</i>	
Technical Specifications	Statement of Compliance
<p>2024 HRDD Capacity Building cum Strategic Planning in Puerto Galera on 06-08 June 2024) (Hotel accommodation, Venue, Shuttle Service and Facilitator)</p> <p>Transportation Services from the New Executive Building to the Venue and vice versa Airconditioned Van with at least 10 seater capacity</p>	
<p>Hotel Accommodation for (3) days and (2) nights (check in: 06 June; check out: 08 June)</p> <p>Three (3) days and Two (2) Nights Inclusions: Early check-in (11:00AM) or provision of function room for luggage and personnel on 06 June 2024 with complimentary breakfast for 7-8 June 2024</p> <p>Specifications: Five (5) Triple Sharing Rooms</p>	
<p>Capacity Building Activities with the inclusion of Facilitators good for 15 pax: Day 1 – 06 June 2024 (Capacity Building) Indoor Capacity Building: 01 PM to 6 PM Activities that address Time Management, Stress and Debriefing Management, Decision Making, Initiative, and Teamwork Day 2 – 07 June 2024 (Strategic Planning) Mid-year Assessment of HR-related activities Catch-up Plan for FY 2024 Day 3 – 08 June 2024 (Presentation of Output) Focus Group Discussion (FGD) Presentation of Group Outputs</p>	

Meals good for 15 pax - Must be Halal Certified:

Day 1 - 06 June 2024

- Lunch (Chicken, Beef, Pork, Seafood, Vegetables, Rice, Dessert and Unlimited Drinks)
- PM Snacks (Pasta/ Sandwich, unlimited drinks)
- Dinner (Chicken, Beef, Pork, Seafood, Vegetables, Rice, Dessert and Unlimited Drinks)
- Free flowing Coffee, Juice, and Tea whole day
- Pica-pica after Dinner

Day 2 – 07 June 2024

- Breakfast (complimentary)
- AM Snacks (Pasta/ Sandwich, unlimited drinks)
- Lunch (Chicken, Beef, Pork, Seafood, Vegetables, Rice, Dessert, and Unlimited Drinks)
- PM Snacks (Pasta/ Sandwich, unlimited drinks)
- Dinner (Chicken, Beef, Pork, Seafood, Vegetables, Rice, Dessert, and Unlimited Drinks)
- Free-flowing Coffee, Juice, and Tea
- Pica-pica After Dinner

Fellowship

Finger Food and Drinks

Equipment required

Sound System

Projector with widescreen

3 wireless microphones

Extension wires

Fast and stable internet connection

Day 3 – 08 June 2024

- Breakfast (complimentary)
- AM Snacks (Pasta/ Sandwich, unlimited drinks)
- Lunch (Chicken, Beef, Pork, Seafood, Vegetables, Rice, Dessert, and Unlimited Drinks)
- PM Snacks (Pasta/ Sandwich, unlimited drinks)
- Free flowing Coffee, Juice, and Tea

Other Requirements:

- Projector with widescreen
- Air-conditioned function room that can accommodate 15 pax
- Sound System
- 3 wireless microphones
- Complimentary pens and papers for participants
- Two (2) Whiteboard with Stand
- Whiteboard Markers
- Fast and stable internet connection (at least 30mbps)
- Extension wires
- Adequate security service (24/7)
- Continuous water supply & accessible comfort room
- Operational Elevator (24/7) requirement
- Accessible emergency exit and alarm standby fire extinguisher and automatic sprinkler

- Available Telephone and/or Internet Connection within the premises of the building
- Sanitation and Health condition - proper garbage facilities and complies with the health and sanitation standard required under the Sanitation Code of the Philippines
- Structural condition - the building is made of concrete and structural steel materials or combination of both
- Waive of Corkage Fees for Food and Drinks

General Conditions:

- I. The passing rate on the reasonableness of rental rates for the 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 a 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 the service/product have been delivered; and
- XI. A Landbank Account is preferred to avoid bank charges, if not, the supplier shall shoulder the bank charge/s.

FINANCIAL OFFER

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

Lease of Venue for the 2024 HRDD Capacity Building Strategic Planning (Procurement/Contract No. 2024-05-087)				
ABC: PHP 240,000.00				
Item No.	Description/Technical Specifications	Unit Price	Quantity and Unit of Measure	Total Price per Item (inclusive of taxes)
Lot	HRDD Capacity Building Strategic Planning		1 lot (15 pax)	
Grand Total in words:		Grand Total 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 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	