



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 30 May 2024
RFQ No. : **2024-05-088**

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 Mid-Year Strategic Planning of Office of the Undersecretary for Content Production (Procurement/Contract No. 2024-05-088)** with an Approved Budget for the Contract in the amount of **Two Hundred Fifty-Four Thousand One Hundred Fifty-Two and 50/100 (PHP 254,152.50)**.

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 Mid-Year Strategic Planning of Office of the Undersecretary for Content Production (Procurement/Contract No. 2024-05-088)</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><u>Within Tagaytay City</u> Nature of Event: Mid-Year Strategic Planning Number of Attendees: 45 pax Participants: OUCP Personnel Event Date: June 07 and 08, 2024 Event Time: 1:00 PM- 8:00 PM 8:00 AM – 1:00 PM</p>	
<p>Venue Requirements: Function Space/ Meeting Room: The venue must accommodate up to Forty-five (45) pax Access to the function room for the whole duration of the event between 11:00 AM – 7:00 PM Free-flowing purified water and brewed coffee and tea. Set-up Style: The venue has to provide round tables and chairs for Forty-five (45) pax. Round table/ Banquet style Parking: Complimentary car park allotment for at least 10 vehicles with valet assistance Other Requirements: (Free of Charge) Basic sound system with two microphones Built-in projector screen and LCD projector Wi-Fi Internet access Conference meeting pads and pencils</p>	
<p>Food & Beverage Requirements: AM Snack Forty-Five (45) pax for June 07 and 08 Buffet Lunch for Forty-five (45) pax for 2- days PM Snack Forty-Five (45) pax for day-1 Buffet Dinner for Forty-five (45) pax for day 1 a. Inclusive of rice, choices of meats between pork, chicken, beef, and fish, appetizer, soup, salad, side dishes, dessert, and drink etc. b. With overflowing mineral water, coffee, and tea area.</p>	

<p>II. Service charge, waiters / servers, delivery charge, utensils (e.g., spoons, forks, cups, and tissue are available) and other related expenses included</p> <p>III. The final count and menu order are to be determined by the Presidential Communications Office – Office of the Undersecretary for Content Production Office</p> <p>IV. Must comply with food and safety laws</p> <p>V. Food menu arrangement must consider the allergies and food restrictions of the guests.</p>	
<p>Room Accommodations: for 45 pax</p> <p>I. Check-in: June 7, 2024</p> <p>II. Check out: June 8, 2024</p> <p>III. Room Type: Triple sharing rooms, solo rooms, and double rooms.</p> <p>Number of Rooms: -13 triple sharing rooms, -2 solo rooms, -2 double rooms -Complimentary Buffet breakfast for Forty-five (45) pax Please note: The number and type of rooms are subject to change depending on availability.</p>	
<p>General Conditions:</p> <p>I. The passing rate on the reasonableness of rental rates for the Lease of Venue is set at 90%;</p> <p>II. The date may change two weeks prior or four weeks after the indicated date;</p> <p>III. Supplier shall submit a signed proposal/quotation and submit details of your company;</p> <p>IV. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative;</p> <p>V. Supplier must be PhilGEPS Accredited (at least Red Membership registration);</p> <p>VI. No down payment:</p> <p>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;</p> <p>VIII. Price validity shall be for a period of sixty (60) calendar days;</p> <p>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.)</p> <p>X. Payment processing is after the service/product have been delivered; and</p> <p>XI. A Landbank Account is preferred to avoid bank charges, if not, the supplier shall shoulder the bank charge/s.</p>	

FINANCIAL OFFER

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

<i>Lease of Venue for Mid-Year Strategic Planning of Office of the Undersecretary for Content Production</i> <i>ABC: PHP 254,152.50</i>				
<i>Item No.</i>	<i>Description/Technical Specifications</i>	<i>Unit Price</i>	<i>Quantity and Unit of Measure</i>	<i>Total Price per Item (inclusive of taxes)</i>
<i>Lot</i>	<i>Venue for Mid-Year Strategic Planning</i>		<i>1 lot (45 pax)</i>	
<i>Grand Total in words:</i>		<i>Grand Total 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	