

**REQUEST FOR QUOTATION**

**Date: 16 June 2022**  
**RFQ No. 2022-06-0030**

Company/Business \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business/Mayor's Permit No. \_\_\_\_\_  
TIN: \_\_\_\_\_  
PhilGEPS Registration Number (**required**) \_\_\_\_\_

The **Philippine Center for Economic Development (PCED)**, through its Bids and Award Committee (BAC), intends to procure a **Lease of Venue with Accommodations and Meals for the Conduct of UPSE and PCED GAD Activity 2022** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the Item/s described herein address to:

**Sarah Lynne S. Daway-Ducanes**  
*Chairperson, Bids and Award Committee*  
Room 207 Encarnacion Hall, UP School of Economics Bldg., Diliman, Quezon City 1101  
Telephone No.: (02) 8-9279686 loc 207  
Email: [bacsec@pced.gov.ph](mailto:bacsec@pced.gov.ph)

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ).  
Submit your quotation duly signed by your authorized representative **not later than 22 June 2022 at 5:00 PM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above or before a notice of award is issued:

Document	Remarks
<b>Copy of 2022 Mayor's or Business Permit</b>	In case not yet available, you may submit your expired 2021 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.
<b>Notarized Omnibus Sworn Statement (GPPB- Prescribed Form)</b>	If unable to have the document notarized, you may submit a signed un notarized Omnibus Sworn Statement (In the prescribed template), subject to compliance therewith after award of contract but before payment.

<sup>1</sup> In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

For any clarification, you may contact us at telephone no. or email address provided.

**GERLIE P. PALOMA**  
*Head, Bids and Awards Committee Secretariat*

**INSTRUCTIONS:**

Note: Failure to follow these Instructions will disqualify your entire quotation:

- (1) Do not alter the contents of this form in any way.
- (2) The use of the RFQ IS **highly encouraged** to minimize errors or omission of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled –out RFQ with a supporting documents (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specification with asterisks (\*) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

- (4) Quotations may be submitted through electronic mail: [bacsec@pced.gov.ph](mailto:bacsec@pced.gov.ph).

Compressed password-protected price quotations, In case of electronic submission, shall be sent at [bacsec@pced.gov.ph](mailto:bacsec@pced.gov.ph) with the corresponding password>

- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotation submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

**TERMS AND CONDITIONS:**

1. Any modifications in the room arrangements during contract implementation must be approved by the PCED. The rate of each of each room shall not exceed the amount equal to the said room's published rate, as of the date of return of this RFQ, **less** (a) the corresponding percentage that was deducted from the published rate of the room for which this quotation is given to arrive at the offered quotation; or (b) a higher percentage than that mentioned in the foregoing; **provided**, that the resulting total cost of room arrangements shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. 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.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
9. The PCED shall confirm the final number of rooms and participants at least five (5) days prior to the scheduled function date. This shall be the basis for the contract price.
10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and

<p>Responsive Quotation, the PCED shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.</p> <p>11. The PCED shall have the right to inspect and/r test the goods to confirm their conformity to the technical specifications.</p> <p>12. The PCED shall prefer send bill arrangements for payment. In lieu of send bill arrangement, the advance payment of fifty percent (50%) of the total contract price may be made by the PCED before the date of the event with the remaining fifty percent (50%) to be paid after the event.</p> <p>13. Liquidated damages equivalent to the tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED shall rescind the contract one 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.</p>
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After having carefully read and accepted the Instructions ad Terms and Condition, I/we submit our quotation for the Item/s as follows:

<b>Lease of Venue with Accommodations and Meals for the Conduct of UPSE and PCED GAD Activity 2022</b>			
<b>TECHNICAL SPECIFICATIONS:</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
<b>I. Availability of the Function Room/s</b> ( to be confirmed within 5 days before the event)*			
- 01 July 2022* (1 day).			
<b>II. Location*</b>			
- Free Parking Space reserved within or near the venue*;			
- With access to main roads and national highways*.			
<b>III. Neighborhood Data*</b>			
- Proper waste management system* such as regular garbage collection and with Sanitary Permit from appropriate authority;			
- Proximity to Police and Fire Stations;			
- Proximity to banks, postal, and telecommunications server provider.			
<b>IV. Venue*</b>			
a. <b>Structural Condition:</b> The foundation is made of concrete and structural steel materials of a combination of both.*			
b. <b>Functionality of the Function Room:</b>			
- Availability of one (1) Function Room* with an area that can accommodate 45-50 participants on 01 July 2022 from 9:00am to 4:00pm;			
- Classroom setup that can accommodate 45-50 participants (with center aisle)*;			
- Pillars, if any, should not obstruct the view of the participants towards the stage and projector screen/s*;			
- Amenities that include the following*:			
i. LCD Projector and white screen;			
ii. Basic PA System and Microphone;			

iii. Philippine Flag and pole*;			
iv. Free and steady wi-fi connection in the function room;			
vi. Waived electricity charges for the use of laptops and projectors*.			
<b>c. Room Arrangements:</b>			
- Two (2) Twin Occupancy Rooms (4pax)			
- Four (4) Quadruple Occupancy Rooms (16pax)			
- Five (5) Quintuple Occupancy Rooms (25pax)			
<b>d. Facilities:</b>			
- Continuous water supply and accessible comfort rooms*;			
- Provision for towels and toiletries*;			
- Compliance with the Standards provided by the Building Code of the Philippines;			
- At least one (1) operational elevator (available 24/7), if applicable*;			
- Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler*;			
- Available telephone and/or internet connection within the premises of the building*.			
<b>e. Other requirements:</b>			
- Provision of janitorial and maintenance services*;			
- Ambience promotes learning*;			
- Adequate security services (24/7)*.			
<b>V. Catering Services*</b>			
a. Location must be inside the Function Room/s and/or outside but near the Function Room/s*			
b. Meals for the participants*:			
- <b>Day 1:</b>			
i. One (1) AM Snacks for 45 participants*;			
ii. One (1) Buffet Lunch for 45 participants*;			
iii. One (1) PM Snacks for 45 participants*;			
iv. One (1) Buffet Dinner for 45 participants*;			
- <b>Day 2:</b>			
i. One (1) Breakfast for 45 participants*;			
ii. One (1) Buffet Lunch for 45 participants*.			
<b>VI. Client's satisfactory rating based on online hotel reviews or PCED General Evaluation Rating Result for the past year, if applicable.</b>			
*****nothing follows*****			

**FINANCIAL OFFER:**

**Terms of Payment:**

*Payment shall be made through check within thirty (30) days after Submission of Billing and User Acceptance of the product.*

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

<b>Lease of Venue with Accommodations and Meals for the Conduct of UPSE and PCED GAD Activity 2022</b>	
	<b>Total Offered Quotation</b>
	<b>In Words:</b>
	_____
	_____
	_____
	<b>In Figures:</b>
	_____
	_____
	_____
	_____

**Approved Budget for the Contract:**  
**One Hundred Ninety Two Thousand Pesos (Php 192,000.00)**

\_\_\_\_\_  
**Signature over Printed Name**

\_\_\_\_\_  
**Position/Designation**

\_\_\_\_\_  
**Office Telephone/Fax/Mobile Nos.**

\_\_\_\_\_  
**Email address/es**