

REQUEST FOR QUOTATION

Title of Item to be procured : **Lease of Venue and Food for the Event "Team Development and GAD Activities of the Employees of the UPSE and PCED on July 6-7, 2023" Within Batangas Area**

Approved Budget for the Contract : **Php260,583.33**

Date: **June 15, 2023**
RFQ No. **2023-06-0028**

Company/BusinessName: _____
Address: _____
Business/Mayor's Permit No.: _____ City/Municipality: _____
TIN: _____
PhilGEPS Registration Number (required): _____

The **Philippine Center for Economic Development (PCED)**, through its Bids and Award Committee (BAC), intends to procure lease of venue and food for the project **Lease of Venue and Food for the Event "Team Development and GAD Activities of the Employees of the UPSE and PCED on July 6-7, 2023" Within Batangas Area** through **Section 53.10 (Negotiated Procurement – Lease of Real Property or Venue)** 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:

Dr. Renato E. Reside, Jr.
Chairperson, Bids and Award Committee
UPSEAA Room Library Building, UP School of Economics, Diliman, Quezon City 1101
Telephone No.: (02) 8-9279686 local 207
Email: 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 19 June 2023 at 12:00PM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document
1. Mayor's / Business Permit
2. Philgeps Registration
3. Income/Business tax Returns

1. In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.
2. Submission of ALL pages of this Request for Quotation is **REQUIRED**.

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


GERIE 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 **REQUIRED** to minimize errors or omissions of the mandatory provisions.
3. Quotations may be submitted through electronic mail: bacsec@pced.gov.ph. Compressed password-protected price quotations, in case of electronic submission, shall be sent at bacsec@pced.gov.ph with the corresponding password.
4. 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. Bidders 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 which complies with the 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. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and 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.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PCED. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications.
10. Payment shall be made after the delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing Statement, by the supplier, contractor, or consultant.
11. 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.

Please quote your **best offer, inclusive of all taxes and incidental expenses** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

After having carefully read and accepted the Instructions and Terms and Condition, I/we submit our quotation for the Item/s as follows:

Lease of Venue and Food for the Event “Team Development and GAD Activities of the Employees of the UPSE and PCED on July 6-7, 2023” Within Batangas Area

Description	Quantity	Bidder’s Statement of Compliance (comply/not comply)	Unit Cost	Total Cost
Room Accommodation for 50 participants on July 6-7, 2023: i. Twin Sharing ii. Triple Sharing iii. Quad Sharing	1 lot			
Venue Specifications:		Bidder’s Statement of Compliance (comply/not comply)		
1. Covid-19 safety measures and safety protocols: - Disinfection of guest rooms, restaurants, functions rooms, and common areas - The seminar/workshop will be held in a function room/hall or venue with open air for optimum ventilation				
2. Availability: - The function room for the events must be available on July 6 & 7, 2023 until the completion thereof				
3. Location and Site Condition: - Accessibility. The venue must be accessible directly to the main thoroughfare by public and/or private transport. -Parking space. The venue must have sufficient parking space within the same location to accommodate the participant’s vehicles.				
4. Neighborhood Data: -Sanitation and Health Condition. The venue must be located in a sanitary and healthy environment. It must have proper garbage facilities and complies with the health and sanitation standard required under the Sanitation Code of the Philippines. -Police and Fire Stations. The venue must be located within 15km from police and fire stations. -Dining area. Restaurants must be available within the location of the venue or its proximity. -Banking and telecommunication. The venue must have access or signal for mobile devices and data services. Banks or ATM machines must be available within 15km of the venue.				

<p>5. Venue: -Structural Condition. The venue must be of sound structural condition. It must be conducive for the event, and noise and soundproof from the external surroundings. -Functionality. a. Function room. Must be able to accommodate at least fifty (50) participants for the exclusive use of UPSE and PCED. b. Light and Ventilation. The function room must be well lighted with adequate ventilation during the duration of the event. c. Space. The venue must be able to accommodate at least fifty (50) participants. Tables must be arranged in classroom type and capable for rearrangements, with sufficient space to move around. d. The venue must have a swimming pool. e. The venue must be located on a beach front or must have access to the beach. f. The venue must have enough space and open area for outdoor activities.</p>	
<p>6. Facilities: - Water supply and toilet. The venue must be able to provide enough water supply to all its guests, including the use of all comfort rooms for the entire venue. -Elevators. There must be ample provision of elevator/s for all guests if the building is four (4) story or above. -Emergency Equipment. The venue must have a fire alarm/detection system of fire-fighting equipment, fire/emergency exits, as provided by laws.</p>	
<p>7. Rooms and Food Requirements: -Supplier must be able to provide the following: a. Food: Day 1 - Managed Buffet: AM Snacks < Sandwich, Pasta/Noodles, Refreshments> Lunch <Plain Rice, Fish Dish, Meat Dish, Vegetable Dish, Refreshments> PM Snacks<Sandwich, Refreshments> Dinner<Plain Rice, Fish Dish, Meat Dish, Refreshments> Day 2 - Managed Buffet: Breakfast<Rice, Egg, Tapa, Fish, Coffee> Lunch<Plain Rice, Meat Dish, Fish Dish, Refreshments></p>	
<p>b. Room Accommodation: - The venue must have enough rooms for Fifty (50) participants for the duration of the event. - The rooms must have air-conditioning system - The rooms must have basic toiletries (soap and shampoo) - The rooms must have private toilets and baths for each rooms -The venue must be able to provide bath towels for each participants -The rooms must have mini refrigerator</p>	

Delivery Period:	<u>Bidder's Statement of Compliance</u> <u>(comply/not comply)</u>
Availability of Venue on July 6 & 7, 2023	
-----nothing follows-----	
<i>*The above quoted prices are inclusive of all costs and applicable taxes.</i>	

FINANCIAL OFFER:

Terms of Payment:
<i>Payment shall be made through check within thirty (30) days after Submission of Billing and User Acceptance of the product.</i>

Lease of Venue and Food for the Event "Team Development and GAD Activities of the Employees of the UPSE and PCED on July 6-7, 2023" Within Batangas Area

Approved Budget for the Contract: Php260,583.33 (Two Hundred Sixty Thousand Five Hundred Eighty Three Pesos & 33/100)	Total Offered Quotation: <i>(Inclusive of all taxes and incidental expenses)</i>
	In Words: _____ _____ _____
	In Figures: _____ _____ _____
Company/Business Name: _____ _____	_____ _____ _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es