



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE



REQUEST FOR QUOTATION

Date: 20 February 2023
RFQ No.: 010-2023

Company/Business Name:¹ _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (**required**): _____

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure **Lease of Venue with Meals for Knowledge and Skills Enhancement Training Workshop for GPPB Recognized Trainers (Retooling – 2 Batches)** through **Section 53.10 (Negotiated Procurement – Lease of Real Property and Venue)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation together with the CY 2023 Mayor's/Business Permit and Income/Business Tax Return on or before 10:00 AM of 23 February 2023 subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ) to the address below:

Ms. Julie D. Abrigo

Chairperson, Bids and Awards Committee

Unit 2506, Raffles Corporate Center, 1605 Emerald Ave, Ortigas Center, Pasig

Telephone No.: (02) 7900-6741 to 44

Email: bacsecgppb@gppb.gov.ph

For any clarification, you may contact us at telephone no. 7900-6741 to 44 or email address at bacsecgppb@gppb.gov.ph.

JULIE D. ABRIGO

Chairperson, Bids and Awards Committee

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.

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 this RFQ is **highly encouraged** to minimize errors or omissions 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 document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications (with asterisk) 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 at bacsecgppb@gppb.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations 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. 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.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline 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. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
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 GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. 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.**
11. 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 GPPB-TSO may terminate 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.

12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

Lease of Venue with Meals for Knowledge and Skills Enhancement Training Workshop for GPPB Recognized Trainers (Retooling – 2 Batches)		
Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications shall be rejected.		
A. Knowledge and Skills Enhancement Training Workshop for GPPB Recognized Trainers (Retooling – 2 Batches)		
I. Availability of the Function Room (to be confirmed a week before the training schedule)		
Batch 1: 8-10 March 2023		
Batch 1: 15-17 March 2023		
II. Location		
a. Within Antipolo, Rizal		
b. Free parking space reserved within or near venue (At least 3 slots)		
III. Neighborhood Data		
a. Proper waste management system such as regular garbage collection and with Sanitary permit from appropriate authority		
b. Proximity to Police and Fire Stations		
c. Proximity to Banks, Postal, and Telecommunications service provider		
IV. Venue		
a. Structural Condition: The foundation is made of concrete and structural steel materials or combination of both.		
b. Functionality of Function Room:		
i. Available one (1) Function Room on the schedule from 7:00 AM to 7:00 PM		
ii. Classroom set up for fifty-seven (57) participants and sixty (60) participants, with social distancing		
iii. No obstructing pillars		
iv. Amenities includes:		
1. Secretariat’s Table and Chairs near power		

<p>source</p> <p>2. At least three (3) microphone units, preferably wireless</p> <p>3. Projector, Projector screen and table for LCD Projector</p> <p>4. Podium</p> <p>5. Philippine Flag and Pole</p> <p>6. Pads and pencils</p> <p>7. Whiteboard and/or flipchart and markers</p> <p>8. Free and steady Wi-Fi connection for Secretariat and Participants, with at least 5 mbps dedicated connection</p> <p>9. Waived electricity charges for use of laptops and projectors</p>		
v. Audible/Operational Sound System		
vi. Area should accommodate sixty-one (61) participants including GPPB-TSO Secretariat/RPs, and sixty-four (64) participants including GPPB-TSO Secretariat/RPs, with social distancing		
vii. Ambience promotes learning		
<p>c. Twin-sharing Room, inclusive of breakfast for three (3) days and two (2) nights for:</p> <p>Batch 1: Sixty-one (61) participants including GPPB-TSO Secretariat/RPs</p>		
Batch 2: Sixty-four (64) participants including GPPB-TSO Secretariat/RPs		
Free and steady Wi-Fi in all rooms, with at least 5 mbps dedicated connection		
<p>d. facilities</p> <p>i. Compliant to basic protective safety measures against COVID-19 and guidelines on social distancing</p>		
ii. Continuous water supply & accessible comfort rooms (separate male and female)		
iii. Compliance with the standards provided by the Building Code of the Philippines		
iv. At least one (1) Operational Elevator for four (4) or more storey buildings		
v. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler		
vi. Available Telephone within the premises of the Building		
<p>e. Other Services</p> <p>i. Provision of janitorial and maintenance services</p>		

ii. adequate security services (24/7)		
iii. Use of reusable water for toilet flushing		
iv. Use of energy efficient lighting		
v. Options for multiple-use toiletries		
vi. Compliance with Tourism Act of 2009 as industry standard		
f. Catering Services (Guaranteed number of participants shall be confirmed a week before the training event)		
i. does not use plastic, disposable cups and spoons and forks, instead reusable take out boxes and the like		
ii. Location must be inside Function Room and/or outside but near the Function Room		
iii. Meals for sixty-one (61) participants including GPPB-TSO Secretariat/RPs, and sixty-four (64) participants including GPPB-TSO Secretariat RPs, composed of the following: 1. AM (Day 1-3) and PM (Day 1-2) Snacks; Buffet Lunch (Day 1-3); and Dinner (Day 1-2), composed of the following: a. Salad/Soup b. Main Course: (At least two (2) variants of Meat/ At least one (1) Variant of Meat and one (1) Variant of Fish and one (1) Variant of Vegetables) c. Rice d. Dessert		
2. Drinks (At least one (1) round of Iced Tea/Juice for every meal and every snack)		
3. Provision of free-flowing coffee (preferably brewed) and tea		
g. Client's satisfactory rating based on online hotel reviews		
Rating Factor	Assigned Weights	
Availability	___ x (.35) =	
Location and Site Condition	___ x (.30) =	
Neighborhood Data	___ x (.05) =	
Venue	___ x (.30) =	
Passing Rate: 85%		

FINANCIAL OFFER:

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 (should be the exact account name as registered in the bank):

Branch: _____

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.

Lease of Venue with Meals for Knowledge and Skills Enhancement Training Workshop for GPPB Recognized Trainers (Retooling – 2 Batches)			
Approved Budget for the Contract	Batch 1 (Inclusive of VAT)	Batch 2 (Inclusive of VAT)	Total Offered Quotation (Inclusive of VAT)
Nine Hundred Seventy-Five Thousand Pesos (PhP975,000.00)			In Words: _____ _____ _____ _____ In Figures: _____ _____ _____ _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es