



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**



**REQUEST FOR QUOTATION**

Date: 28 July 2023  
RFQ No.: 033-2023

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure **Lease of Venue for the Recruitment, Selection, Recognition, and Retention Program** and **Lease of Venue for Knowledge and Skills Enhancement Training Workshop for GPPB Recognized Trainers (Retooling – Batch 3)** 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.

Lot No.	Project Title	Approved Budget for the Contract
1	<b>Lease of Venue for the Recruitment, Selection, Recognition, and Retention Program</b>	<b>PhP1,595,000.00</b>
2	<b>Lease of Venue for Knowledge and Skills Enhancement Training Workshop for GPPB Recognized Trainers (Retooling – Batch 3)</b>	<b>PhP622,881.36</b>

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **10:00 AM of 01 August 2023**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**ATTY. MA. JOZZENNE CLAIRE M. BELTRAN – CARANDANG**

*Chairperson, Bids and Awards Committee*

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

Telephone No.: (+632) 7900-6740 to 41 and 43 to 44

Email: [bacsec@gppb.gov.ph](mailto:bacsec@gppb.gov.ph)

The interested service provider shall also submit the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- Copy of 2023 Mayors' or Business Permit; and
- Latest Income/Business Tax Return

For any clarification, you may contact the BAC Secretariat at (+632) 7900-6740 to 41 and 43 to 44 or send email to [bacsec@gppb.gov.ph](mailto:bacsec@gppb.gov.ph).

**ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG**

*Chairperson, Bids and Awards Committee*

## 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 will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All technical specifications 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](mailto: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 e-mail 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 for the Recruitment, Selection, Recognition, and Retention Program		
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.		
<b>I. Availability</b> 13-19 August 2023 (Guaranteed 60 live-in pax)		
<b>II. Location and Site Condition</b>		
a. Within Rizal, Philippines		
b. Free parking space reserved within or near venue (Minimum of five (5) slots – reserved for resource speakers from the area)		
<b>III. Neighborhood Data</b>		
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 restaurants		
d. Proximity to Banks, Postal, and Telecommunications service provider		
<b>IV. Venue</b>		
<b>a. Structural Condition</b>		
i. The foundation is made of concrete and structural steel materials or a combination of both.		
ii. Compliance with the standards provided by the Building Code of the Philippines		
<b>b. Functionality</b>		
i. Conference Room		
1. One (1) airconditioned Conference Room that can fit guaranteed 60 pax on August 13-17, 2023, from 7:00 AM to 9:00 PM (with 2 hours allotment for ingress and egress) - and August 19, 2023 (half-day) with provision of tables and chairs		
2. Two (2) airconditioned Conference Rooms that can fit guaranteed 27 pax on August 17-18, 2023 for the breakout sessions, with provision of tables and chairs (Classroom set-up, three (3) seats per row, with social distancing) or if not available		
3. Classroom set-up, three (3) seats per row, with social distancing		
4. One (1) dedicated table for six (6) members of the Secretariat		
5. One (1) registration table near the entrance of the conference room		
6. One (1) dedicated area for the technical team/audio-visual equipment operations		
7. No obstructing pillars in any of the conference rooms		
ii. Room arrangement:		
1. 13-19 August 2023 (60 live-in pax)		
a. Three (3) single executive rooms		
b. Eleven (11) triple room sharing for female pax		
c. Twelve (12) twin room sharing for male pax		
<i>(Note: The no. of participants shall be confirmed by the GPPB-TSO a week before the training schedule)</i>		

2. All rooms must have		
a. At least two (2) electrical outlets per room		
b. Own toilet and bath with hot and cold shower and continuous water supply		
c. Provision of toiletries		
d. With air-conditioning unit		
e. With at least two (2) bottled water per room per day		
f. Free Wi-Fi		
iii. Light, ventilation, and air conditioning: With sufficient light, ventilation, and air conditioning in conference room/function hall and rooms		
iv. Space requirements: Accessible entrance door (can accommodate two (2) people to pass through at the same time)		
<b>c. Facilities</b>		
i. Water supply and toilet: Continuous water supply & accessible comfort rooms (separate male and female)		
ii. Lighting system: Use of energy efficient lighting (LED day light)		
iii. Elevator: At least one (1) operational elevator for four (4) or more storey buildings (if applicable)		
<i>(For building below four (4) storeys, indicate the number of floors of the building)</i>		
iv. Fire escapes: Accessible emergency fire exit		
v. Fire fighting equipment: Accessible emergency fire exit and alarm, standby fire extinguisher and automatic sprinkler		
vi. Internet and Telecommunications:		
1. Free and steady Wi-Fi connection with at least 50 mbps dedicated connection		
2. Extension wires for use of Secretariat and participants		
3. Waived electricity charges for use of laptops		
vii. Audio-visual equipment:		
1. At least (3) microphone units, preferably wireless with stand		
2. One (1) projector with projector screen already set-up in the venue		
3. Sound system to connect the microphone and the projector with provision of technical support		
<b>d. Other Requirements:</b>		
i. Maintenance: Provision of daily janitorial and maintenance services		
ii. Attractiveness		
1. Provision of Podium		
2. Provision of Philippine Flag and Pole		
3. Provision of two (2) whiteboards and/or flipcharts and markers		
4. Welcome tarpaulin and signages		
iii. Security		

1. Adequate security services (24/7)		
2. Compliant to basic protective safety measures against COVID-19 and guidelines on social distancing		
iv. Green Specifications		
1. Use of reusable water for toilet flushing		
2. Use of energy efficient lighting		
3. Options for multiple-use toiletries		
v. Accreditation:		
1. Accredited by Department of Tourism		
<b>e. Catering Services:</b>		
i. Managed buffet set-up inside the venue		
<i>(Note: The no. of participants shall be confirmed by the GPPB-TSO a week before the training schedule)</i>		
ii. Does not use plastic disposable cups and spoons and forks, instead reusable take out boxes and the like		
iii. August 13, 2023 – Sunday – lunch, PM snacks, and dinner for guaranteed 60 pax		
August 14-18, 2023 – Monday – breakfast, AM snacks, lunch, PM snacks, and dinner for guaranteed 60 pax		
August 16, 2023 – Socials Night from 7:00 PM to 9:00 PM with 4 kinds of pica pica variant (nachos or chips, lumpia, chicken wings, nuts, french fries, cheese sticks and the like) and 2 beer cans per head		
August 19, 2023 – Saturday – breakfast only for guaranteed 60 pax		
iv. AM and PM Snacks: Pasta variant or Filipino delicacies or bread/burger variant with one (1) glass of juice		
v. Breakfast, Lunch, and Dinner:		
Salad/Soup Main Course – One (1) Chicken; One (1) Beef; and One (1) Variant of Vegetables Rice Dessert Coffee, juice or bottled water		
<i>*Strictly no pork for Muslim participants</i>		
vi. Provision of free-flowing brewed coffee		
vii. Proposed menu shall be submitted a week prior the event and it shall be subject to the approval of the GPPB-TSO		
<b>Payment Terms:</b> Reservation fee must be waived by the Lessor. The GPPB-TSO shall pay the Lessor the full amount of the Contract Award inclusive of taxes in a send bill arrangement.		

Lease of Venue for Knowledge and Skills Enhancement Training Workshop for GPPB Recognized Trainers (Retooling – Batch 3)		
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.		
<b>I. Accredited by the Department of Tourism</b>		
<b>II. Availability of the Function Room</b>  23-25 August 2023		
<b>III. Location</b> a. Within Rizal, Philippines		
b. At least five (5) free parking space reserved within or near venue		
<b>IV. Neighborhood Data</b>  a. Proper waste management system such as regular garbage collection and with sanitary permit		
b. Proximity to Police and Fire Stations		
c. Proximity to Banks, Postal, and Telecommunications service provider		
<b>V. Venue</b>  <b>a. Structural condition: The foundation is made of concrete and structural steel materials or combination of both</b>  <i>(indicate the year the structure was built)</i>		
<b>b. Functionality of Function Room:</b>		
i. Available one (1) Airconditioned Function Room on the schedule, from 7:00 AM to 8:00 PM with 1 hour allotment for ingress and egress)		
ii. Area should accommodate forty-eight (48) participants and six (6) GPPB-TSO Secretariat/RPs, with a minimum floor area of 90 sq.m.  <i>(indicate floor area)</i>		
iii. Classroom set-up for forty (48) participants		
iv. One (1) dedicated table for registration by the entrance door.		
v. Secretariat table and chairs, good for six (6) pax located at the back of the function room near power source for laptops		
vi. No obstructing pillars		
vii. Audible/Operational Sound System		
viii. Other amenities include:  1. At least three (3) wired or wireless microphone units with stand  <i>(indicate if wired or wireless)</i>		
2. Projector, Projector screen and table for LCD Projector		
3. Podium		
4. Philippine Flag and pole		
5. Pads and pencils		

6. Whiteboard and/or flipchart, and markers		
7. Free and steady Wi-Fi connection for Secretariat and Participants, with at least 50 mbps dedicated connection		
8. Waived electricity charges for use of laptops and projectors		
9. Extension wires for use of participants and Secretariat		
10. Welcome tarpaulin and directional signages		
<b>c. Room Accommodation</b>		
<p>i. Room Accommodation, separate beds, for three (3) days and two (2) nights for forty-eight (48) participants</p> <p>- Twenty-one (21) Twin sharing accommodation</p> <p>- Two (2) Triple sharing accommodation</p> <p>(25 Female and 23 Male pax)</p> <p><i>(Note: The no. of participants shall be confirmed by the GPPB-TSO a week before the training schedule)</i></p>		
<p>ii. Room Accommodation for six (6) GPPB-TSO Secretariat/RPs for three (3) days and two (2) nights</p> <p>- One (1) Executive Room, single occupancy</p> <p>- Twin/Triple sharing accommodation for five (5) GPPB-TSO Secretariat/RPs</p> <p><i>(Note: The no. of participants shall be confirmed by the GPPB-TSO a week before the training schedule)</i></p>		
iii. At least two (2) electrical outlet per room		
iv. Free and steady Wi-Fi in all rooms, with at least 5 mbps dedicated connection		
v. Own toilet and bath with hot and cold shower and continuous water supply		
iv. Fire escapes: Accessible emergency fire exit		
<b>d. Facilities</b>		
i. Compliant to basic protective safety measures against COVID-19 and guidelines on social distancing		
ii. Continuous water supply & accessible comfort rooms (separate male and female)		
iii. Compliance with the standards provided by the Building Code of the Philippines		
<p>iv. At least one (1) operational elevator for four (4) or more storey buildings (if applicable)</p> <p>(For building below for (4) storeys, indicate the number of floors of the buiding)</p>		
v. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler		
vi. Available Telephone within the premises of the building		
<b>e. Other Services</b>		
i. Provision of janitorial and maintenance		

services		
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		
vii. Designated contact person		
<b>f. Meals and Catering Services</b>		
<p>i. Does not use plastic, disposable cups and spoons and forks, instead reusable take out boxes and the like</p> <p><i>(Note: The no. of participants shall be confirmed by the GPPB-TSO a week before the training schedule)</i></p>		
ii. Location must be inside Function Room and/or outside but near the Function Room		
<p>iii. Meals for forty-eight (48) participants and six (6) GPPB-TSO Secretariat/RPs, composed of the following:</p> <p>1. Buffet breakfast (Day 2-3); AM (Day 1-3) and PM (Day 1-2) snacks; buffet lunch (Day 1-3); buffet dinner (Day 1-2), composed of the following:</p> <p style="padding-left: 40px;">a. Salad/Soup</p> <p style="padding-left: 40px;">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</p> <p style="padding-left: 40px;">c. Rice</p> <p style="padding-left: 40px;">d. Dessert</p>		
2. Pica-pica for Trainers Night/Socials good for fifty-four (54) participants including GPPB-TSO Secretariat/RPs (Day 2) composed of at least four (4) variants (eg. nachos or chips, lumpia, chicken siomai, chicken wings, nuts, french fries, cheese sticks and the like) and 2 beer cans per head		
3. At least one (1) round of Iced Tea/Juice for every meal and every snack (Day 1-3)		
4. Provision of free-flowing coffee and tea (Day 1-3)		
5. Proposed menu shall be submitted a week prior the event and it shall be subject to the approval the GPPB-TSO		
<b>Payment Terms:</b> Reservation fee must be waived by the Lessor. The GPPB-TSO shall pay the Lessor the full amount of the Contract Award net of taxes in a send bill arrangement.		



**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 shall be made based on the actual number of participants.

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name (should be the exact account name as registered in the bank):  
\_\_\_\_\_

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 for the Recruitment, Selection, Recognition, and Retention Program	
Approved Budget for the Contract	Offered Quotation
<b>One Million Five Hundred Ninety-Five Thousand Pesos (PhP1,595,000.00)</b>	<b>In Words:</b> _____ _____ _____
	<b>In Figures:</b> _____ _____ _____
<i>Note: Please attach the breakdown of the offered proposal inclusive of VAT which will be the basis for the computation of unit prices</i>	

Lease of Venue for Knowledge and Skills Enhancement Training Workshop for GPPB Recognized Trainers (Retooling – Batch 3)	
Approved Budget for the Contract	Offered Quotation
<b>Six Hundred Twenty-Two Thousand Eight Hundred Eighty-Eight Pesos and Thirty-Six Centavos (PhP622,881.36)</b>	<b>In Words:</b> _____ _____ _____
	<b>In Figures:</b> _____ _____ _____
<i>Note: Please attach the breakdown of the offered proposal inclusive of VAT which will be the basis for the computation of unit prices</i>	

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

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

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

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