



Republic of the Philippines
PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT



REQUEST FOR QUOTATION

Date: January 12, 2024
RFQ No. SVP-2023-01-02

TO ALL PHILGEPS REGISTERED EVENTS AND VENUE COMPANIES:

Please quote your best offer for the item described below, subject to the Terms and Conditions provided hereof. Submit your quotation duly signed by you or your duly authorized representative and copies of the requirements in two (2) separate sealed envelopes.

The first envelope shall contain the following:

1. Mayor's/Business Permit (*Stamped with "Certified True Copy"*)
2. PhilGEPS Registration/Organization Number
(*Stamped with "Certified True Copy"*)
3. Latest Income/Business Tax Return (*Stamped with "Certified True Copy"*)
4. Notarized Omnibus sworn statement by the prospective bidder/supplier or its duly authorized representative as to the following:
 - 4.1 It is not blacklisted or barred from bidding by the government of the Philippines (GOP) or any of its agencies, offices, corporations or LGUs;
 - 4.2 Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true;
 - 4.3 It is authorizing the PCGG Chairman or its duly authorized representative and the BAC/Procurement Unit to verify all the documents submitted;
 - 4.4 The representative is duly authorized and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the bidder in the bidding with the duly notarized Secretary's Certificate attesting to such act, if the bidder is corporation, partnership, cooperative or a joint venture;
 - 4.5 Bidder's compliance to his responsibilities as provided in the Guidelines;
 - 4.6 Disclosure of no relationship by consanguinity or affinity up to the third civil degree to the head of the PCGG, to the BAC members and its Secretariat, or to anyone who directly or indirectly took part in the bidding process.
 - 4.7 It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the PCGG in relation to any procurement or activity.

The second envelope shall contain the duly accomplished Bid Form with duly signed Terms and Conditions.

Sealed quotations may be submitted to the undersigned at the Presidential Commission on Good Government (PCGG), Administrative Services Division, 21ST Floor, JMT Corporate Condominium, 27 ADB Avenue, Ortigas Center, Pasig City with telephone number 8725-9039 on or before **January 19, 2024, 10:00AM.**

(sgd.) **KIM SARAH JANE REMBULAT**
OIC, Admin. Services Division



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TERMS AND CONDITIONS

1. The Bidders must provide correct and accurate information required in the Request for Quotation (RFQ).
2. The Approved Budget for the Contract (ABC) is **ONE HUNDRED FORTY THOUSAND PESOS (PHP 140,000.00)**
3. Technical Specifications
 - a. The events and venue required for the activity are as follows:
 - i. Within the vicinity of the PASIG CITY
 - ii. Available on **January 25 to 26, 2024**
 - iii. **can accommodate forty (40) participants**
 - b. The different hotels/venues can provide at least (10) parking spaces
 - c. The different hotels/venues can provide the following types of meals
 - i. Morning Snack (2 days)
 - ii. Lunch (2 days)
 - iii. Afternoon Snack (2 days)
 - d. The different hotel/venue can provide conference room which can accommodate at least **forty (40) participants on January 25 to 26, 2024**
Inclusion:
 - i. Free use of LCD projector screen and LCD projector
 - ii. Three (3) wireless microphones
 - iii. Sound System
 - iv. Flipchart
 - v. Two white board markers
 - vi. Free use of wifi connection
 - vii. Set-up of the conference room i.e. Classroom, U-shape etc (to be determined in Final Contract)
 - viii. Free use of the venue of venue/hotel amenities
 - ix. Complimentary parking
 - x. With free-flowing coffee, tea, and water
 - xi. Assigned personnel for assistance
 - xii. with Flag-Pole
4. Minimum Specification of Bidders
 - a. Prospective bidders must already engage at least one (1) government agency and registered with the Philippine Government Electronic Procurement System (PhilGEPS).



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- b. Prospective bidders must have IATF Safety Seal to ensure that the establishment is following the minimum health protocols.
5. Price quotation must be valid for a period of forty-five (45) calendar days from the date of submission.
6. Price quotation which must be denominated in Philippine peso shall include all taxes, and/or other charges.
7. Quotations exceeding the Approved Budget for the Contract shall be rejected.
8. Liquidated damages equivalent to one-tenth of one percent (0.001%) of the value of the goods/services not delivered within the prescribed delivery period shall be imposed per day of delay. The PCGG 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.

Conforme:

Name and Signature of Bidder

Date: _____



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BID FORM

Date: _____
RFQ No.: SVP-2023-01-02

Name of Company: _____
Address: _____
Business Permit No.: _____
TIN No.: _____
PhilGEPS Registration/Organization No. : _____

After having carefully read and accepted the attached Terms and Conditions dated _____, I/We submit our quotation for the item as follows:

Item Description	Contract Term	Approved Budget for the Contract	Offer					
			Price (Procurement of Venue with Accommodation Services as described in the Terms and Conditions)			Compliance with Technical Specifications (please check)		Remarks
			Qty.	Unit Price	Total Price (VAT Inclusive)	Yes	No	
PROCUREMENT OF LEASE OF VENUE AS DESCRIBED IN THE TERMS AND CONDITIONS	___ days	PhP 140,000.00				[]	[]	

Signature over Printed Name

Contact Number (Landline and/or
Cellphone Nos /e-mail address.)