



Republic of the Philippines  
**PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT**



**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 **EIGHT HUNDRED SIXTY-FOUR THOUSAND PESOS (PHP 864,000.00)**
3. Technical Specifications
  - a. The different hotels/venues required for the activity are as follows:
    - i. Within Batangas area
    - ii. Available on **April 2-5, 2024.**
  - b. The different hotels/venues can provide at least ten (20) parking spaces.
  - c. The different hotels/venues required for the activity can provide the accommodation for the following types of rooms for sixty (60) participants.
    - i. Single Room (4)
    - ii. Twin Sharing Room (6)
    - iii. Triple Sharing Room (12)
    - iv. Quadruple Sharing Room (2)
  - d. The different hotels/venues can provide the following types of meals
    - i. Complimentary breakfast (3 days)
    - ii. Morning Snack (4 days)
    - iii. Lunch (4 days)
    - iv. Afternoon Snack (3 days)
    - v. Dinner (3 days)
  - f. The different hotel/venue can provide free use of the conference room which can accommodate at least sixty (60) participants on **April 2-5, 2024.**

**Inclusion:**

- i. Free use of LCD projector screen and LCD projector;
- ii. At least three (4) 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 is banquet, with special table for top management and secretariat;



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- viii. Free use of the venue/hotel amenities
- ix. Complimentary parking;
- x. With free-flowing coffee, tea, and water;
- xi. Assigned personnel for assistance;

**4. Minimum Specification of Bidders**

Prospective bidders must have already engaged at least one (1) government agency and registered with the Philippine Government Electronic Procurement System (PhilGEPS).

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. Proposals shall be in accordance with the Terms and Conditions (making use of the following criteria: availability and quality of venue, location and site condition, neighborhood data, quality of food and facilities, and cost) as prescribed under Annex "H", Appendix B, Item C of the Revised IRR of R.A. 9184 (Table of Rating Factors for Leave of Venue). Only service providers with a WEIGHTED AVERAGE of EIGHTY-FIVE PERCENT (85%) shall be considered as "Passed" the Technical Requirements of the TOR.

9. 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:**