



REPUBLIC OF THE PHILIPPINES  
**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**  
*Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon*  
Malacañang, Manila

**REQUEST FOR QUOTATION**

*Lease of Privately-Owned Venue<sup>1</sup>*

1. The Presidential Communications Operations Office (PCOO), through the General Appropriations Act of 2019 (YEAR) intends to apply the sum of PHP 2,451,400.00 (ABC), being the Approved Budget for the Contract (ABC), to payments under the contract for  
Procurement of Lease of Venue for the 5th ASEAN SOMRI Meeting in Bohol  
No. 2019-11-0343  
(NAME OF PROJECT AND CONTRACT NO.)
2. The PCOO now requests for the submission of **PRICE QUOTATIONS (PAGE 4)** for the lease of venue within the vicinity of: Bohol (LOCATION), to be submitted to the **PCOO Bids and Awards Committee (BAC) Secretariat** at the New Executive Building, Malacañang, Manila, on or before 14 Nov 2019 (DATE OF DEADLINE), 8:00 AM (TIME OF DEADLINE).
3. Opening of quotations will be held at New Executive Bldg., Malacañang, Manila (VENUE), Malacañang, Manila, on 14 Nov 2019 (DATE OF OPENING), 9:00 AM (TIME OF OPENING).
4. The venue offered shall be rated based on its compliance rating with the Technical Specifications that will be hereinafter discussed.
5. Interested lessors must submit their **Mayor's/Business Permit, PhilGEPS Reg. No., Income/Business Tax Return, Omnibus Sworn Statement, BIR Form No. 2303 (Certificate of Registration)**:  
☐ UPON SUBMISSION OF OFFER ☐ UPON EVALUATION OF OFFER ☐ BEFORE ISSUANCE OF NOTICE OF AWARD ☒ PRIOR TO PAYMENT
6. For more information, kindly contact the PCOO BAC Secretariat through tel. no. **8-733-0790** and/or e-mail at **pcoo.bac@gmail.com**.

----- PROOF OF RECEIPT -----	
RECEIVED BY	:
DESIGNATION	:
DATE	:

<sup>1</sup> Guideline V(D)(9), Appendix A, and Appendix B of Annex "H" of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (RIRR).

## TECHNICAL SPECIFICATIONS

NAME OF PROJECT : Procurement of Lease of Venue for the 5th ASEAN SOMRI Meeting in Bohol  
 CONTRACT NO. : No. 2019-11-0343

PASSING RATE : 90 %

LESSOR : \_\_\_\_\_

	RATING FACTORS	WEIGHT (%)	RATING
I.	AVAILABILITY	100	
II.	LOCATION AND SITE CONDITION		
	1. ACCESSIBILITY	50	
	2. PARKING SPACE	50	
		100	
III.	NEIGHBORHOOD DATA		
	1. SANITATION AND HEALTH CONDITION	25	
	2. POLICE AND FIRE STATION	25	
	3. RESTAURANT	25	
	4. BANKING AND POSTAL	25	
		100	
IV.	VENUE		
	1. STRUCTURAL CONDITION	20	
	2. FUNCTIONALITY		
	A. CONFERENCE ROOMS	10	
	B. ROOM ARRANGEMENT (E.G., SINGLE, DOUBLE, ETC.)	5	
	C. LIGHT, VENTILATION, AND AIR CONDITIONING	5	
	D. SPACE REQUIREMENTS	5	


CONFIRMED AS IN CONFORMITY  
 WITH THE REQUIREMENTS OF THE  
 END-USER UNIT:

*Mary Ann R. Valmora* 11/17/19  
 Mary Ann R. Valmora  
 (SIGNATURE OVER PRINTED NAME)

End-User Unit Representative

	RATING FACTORS	WEIGHT (%)	RATING
	3. FACILITIES		
	A. WATER SUPPLY AND TOILET	4	
	B. LIGHTING SYSTEM	5	
	C. ELEVATORS	4	
	D. FIRE ESCAPES	4	
	E. FIRE FIGHTING EQUIPMENT	4	
	F. INTERNET AND TELECOMMUNICATIONS	4	
	G. AUDIO VISUAL EQUIPMENT	5	
	4. OTHER REQUIREMENTS		
	A. MAINTENANCE	5	
	B. ATTRACTIVENESS	5	
	C. SECURITY	5	
	5. CATERING SERVICES	5	
	6. CLIENT'S SATISFACTORY RATING	5	
		100	
I.	AVAILABILITY	X .5 =	
II.	LOCATION AND SITE CONDITION	X .1 =	
III.	NEIGHBORHOOD DATA	X .05 =	
IV.	VENUE	X .35 =	
	FACTOR VALUE		

CONFIRMED AS IN CONFORMITY  
WITH THE REQUIREMENTS OF THE  
END-USER UNIT:

  
(SIGNATURE OVER PRINTED NAME)  
End-User Unit Representative

11/13/14

## PRICE QUOTATION FORM

NAME OF PROJECT : Procurement of Lease of Venue for the 5th ASEAN SOMRI Meeting in Bohol  
 CONTRACT NO. : 2019-11-0343  
 APPROVED BUDGET : PHP 2,451,400.00  
 LESSOR :

Item No.	Description	Price (inclusive of all costs and applicable taxes)
1	<p>LEASE OF VENUE</p> <ul style="list-style-type: none"> <li>Location : Bohol</li> </ul> <p>Please see the TERMS OF REFERENCE attached to this Price Quotation Form.</p> <p>Note: Quotations exceeding the above-indicated Approved Budget for the Contract will NOT be accepted.</p>	<p>PHP _____</p>

CONFIRMED AS IN CONFORMITY  
 WITH THE REQUIREMENTS OF THE  
 END-USER UNIT

*Mary Ann R. Valmorin* 11/13/19  
 (SIGNATURE OVER PRINTED NAME)  
 End-User Unit Representative

After careful review of this Request for Quotation, undersigned accepts its conditions and submits the above price quotation for the captioned procurement project.

NAME OF LESSOR : \_\_\_\_\_

SIGNATURE OVER PRINTED NAME : \_\_\_\_\_

DESIGNATION : \_\_\_\_\_

DATE : \_\_\_\_\_

### TERMS OF REFERENCE

Procurement of Lease of Venue for the 5<sup>th</sup> ASEAN SOMRI WG-IMT Meeting

#### *Function Room Requirements*

Date	Time	Venue	Function Space	Setup	No of Pax	Meal Requirements
<b>Monday, 18 November 2019</b>	9AM - 9 PM	Secretariat Room	Adjacent or close to Plenary Room	Cluster	25	Free flowing coffee/tea and cookies/light snacks
		Meal Area	Adjacent to or close to Secretariat Room	Banquet	40	Lunch and dinner buffet
<b>Tuesday, 19 November 2019</b>	8AM - 10PM	Secretariat Room	Adjacent to or close to Plenary Room	Cluster	25	Free flowing coffee/tea and cookies/light snacks
		Meal Area	Adjacent to or close to Secretariat Room	Banquet	40	Lunch and dinner buffet
		Ingress of Plenary	Adjacent to or close to Secretariat Room	Hollow Rectangle with 24 seats around the table and one row of 24 deep seats, projection, equipment/LED monitors, 13 conference		

**TERMS OF REFERENCE**Procurement of Lease of Venue for the 5<sup>th</sup> ASEAN SOMRI WG-IMT Meeting

				mics		
<b>Wednesday, 20 November 2019</b>	9AM - 5PM	Plenary	Adjacent to or close to Plenary Room (at least able to fit 80 pax)	Hollow Rectangle with 24 seats around the table and one row of 24 deep seats, projection, equipment/LED monitors, 13 conference mics	50	Free flowing coffee/tea
		Coffee/Tea Break Area	Foyer of Plenary Room (at least able to fit 100 pax)	Cocktail	75	AM and PM Snacks
		Lunch Area	Adjacent to or close to Plenary Room (at least able to fit 100 pax)	Banquet	75	Lunch buffet

## TERMS OF REFERENCE

Procurement of Lease of Venue for the 5<sup>th</sup> ASEAN SOMRI WG-IMT Meeting

	7PM - 10PM	Welcome Dinner	Indoor or outdoor with cover (at least able to fit 120 pax)	Banquet with stage/platform; with entertainment/cultural performance	100	Dinner buffet
	7AM - 9PM	Secretariat Room	Adjacent to or close to Plenary Room	Cluster	25	Free flowing coffee/tea
<b>Thursday, 21 November 2019</b>	9AM - 11AM	Plenary	At least 200 square meters (at least able to fit 80 pax)	Hollow Rectangle with 24 seats around the table and one row of 24 deep seats, projection, equipment/LED monitors, 13 conference mics	50	Free-flowing coffee/tea
		Coffee/Tea Break Area	Foyer of Plenary Room (at least able to fit 100 pax)	Cocktail	75	AM and PM Snacks
	7AM - 9PM	Secretariat Room	Adjacent or close to Plenary Room	Cluster	25	Free flowing coffee/tea
		Meal Area	Adjacent or close to Secretariat Room	Banquet	40	Dinner buffet
<b>Friday, 22 November 2019</b>	7AM - 8PM	Secretariat Room	Adjacent or close to Plenary Room	Cluster	25	Free flowing coffee/tea and

## TERMS OF REFERENCE

Procurement of Lease of Venue for the 5<sup>th</sup> ASEAN SOMRI WG-IMT Meeting

	8AM - 1:30PM					cookies/light snacks
		Forum Area	(at least able to fit 200 pax)	Banquet with stage/platform and projection equipment	170	AM Snacks & Lunch
		Meal Area	Adjacent or close to Secretariat Room	Banquet	40	Dinner buffet
<b>Saturday, 23 November 2019</b>	7AM - 6PM	Secretariat and Egress	Adjacent to or close to Plenary Room	Cluster	25	Free flowing coffee/tea and cookies/light snacks
		Meal Area	Adjacent to or close to Secretariat Room	Banquet	40	Lunch buffet

### Guest Room Accommodations

<b>GUEST ROOM REQUIREMENTS</b>		
18 Nov 2019 - 23 Nov 2019	4	rooms
5 nights		
Standard / Deluxe Single		
17 Nov 2019 - 23 Nov 2019	5	rooms
6 nights		
Standard / Deluxe Single		
18 Nov 2019 - 23 Nov 2019	11	rooms
5 nights		
Standard / Deluxe Single		



**TERMS OF REFERENCE**Procurement of Lease of Venue for the 5<sup>th</sup> ASEAN SOMRI WG-IMT Meeting

<b>20 Nov 2019 - 22 Nov 2019</b>	12	rooms
2 nights		
Standard / Deluxe Single		
Printing and installation of two (2) meeting and forum backdrops	2	units
Pull-up banners and other site enhancements	4	units
Rental of LED Monitors	8	units
Laptops running on Windows OS	3	units
Two-way airport transfers for all delegates / guests	60	pax
Special Local Souvenirs consisting of basket/bag of Bohol delicacies and other tourism promotional tokens (i.e. figurines, wooden/artistic crafts, etc.)	100	pcs
Half-Day Bohol Tour on 21 Nov 2019, including but not limited to the following landmarks/attractions: <ul style="list-style-type: none"><li>• Loboc River Cruisers</li><li>• Baclayon Church</li><li>• Tarsier Visit</li><li>• Blood Compact Site</li><li>• Bilar Made Forest</li><li>• Chocolate Hills</li><li>• Butterfly Garden</li></ul>	70	pax

## TERMS OF REFERENCE

Procurement of Lease of Venue for the 5<sup>th</sup> ASEAN SOMRI WG-IMT Meeting

<b>Provisions for the venue shall be inclusive of complimentary use of:</b>		
Conference microphones for the Plenary Room	13	units
Two (2) all-in-one printer/photocopier (hi-speed with auto document feeder)	2	units
Vans for other local transportation requirements for 17-23 November 2019	20	van days

I hereby commit to comply with the following conditions:

1. The Supplier making the quotation shall sign each and every page of these Terms of Reference, and subscribe thereon the full name of its authorized representative.
2. Delivery period shall be within **THREE (3) CALENDAR DAYS** from receipt of the Purchase Order Form.
3. Payment will be on a **SEND BILL ARRANGEMENT**, i.e. full payment will be made after the completion of the event.
4. Price validity shall be for a period of sixty (60) calendar days.
5. The price quotation shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES**.
6. The Supplier to whom/which this Contract is awarded shall submit the following updated documents **prior to payment**:
  - a. Mayor's / Business Permit
  - b. PhilGEPS Registration Number
  - c. Income Tax Return
  - d. Omnibus Sworn Statement
  - e. BIR Form 2303 (Certificate of Registration)

I hereby commit to comply and the deliver all of the above requirements in accordance with these Terms of Reference.

\_\_\_\_\_  
Name of Supplier

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date