



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACAÑANG, MANILA

## REQUEST FOR QUOTATION

4 January 2013

The Department of Budget and Management (DBM), through the Reforms and Innovations Delivery Support Unit (RIU), will undertake a Negotiated Procurement (Small Value Procurement) for the Lease of Workshop Venue, inclusive of Food, for the Philippine Extractive Industries Transparency Initiative (EITI) CSO Consultation Congress and National Planning Workshop, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act 9184.

<b>Name of Project</b>	Philippine Extractive Industries Transparency Initiative (EITI) CSO Consultation Congress and National Planning Workshop.
<b>Location</b>	Metro Manila, Philippines
<b>Brief Description</b>	The back-to-back Philippine EITI Consultation Congress on 17 January and National Planning Workshop on 18-19 January 2013 will bring together government agencies as well as stakeholders from the extractive industries and civil society in a consultative process to formulate the Philippines' EITI Work Plan and constitute the EITI Multi-Stakeholder Group. Speakers from the EITI International Secretariat and from governments of EITI implementing countries will also participate. Such activities require the Lease of a Workshop venue that will accommodate 60 participants on 17 January and 125 participants per day on 18-19 January 2013.
<b>Approved Budget for the Contract</b>	P400,000 (VAT Inclusive)

Attached is the Technical Specifications for this project.

Submission of quotations is on or before 11 January 2013 thru email [eitiphilippines@gmail.com](mailto:eitiphilippines@gmail.com).

The proponent determined to have the Lowest Calculated Bid shall be required to furnish the RIU a copy of the Certificate of PhilGEPS Registration within three (3) calendar days from receipt of notice thereof from RIU.

For inquiries you may call Ms. Michelle B. Baguilat at 490-1000 local 2602.

Very truly yours,

  
**CLARE G. AMADOR**  
Assistant Secretary/Chief of Staff



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**Technical Specifications**

**LEASE OF VENUE**

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification stating the corresponding performance parameter of the service/equipment offered

Item	Specification	Statement of Compliance
I.	<b>Availability</b> On 17, 18 and 19 January 2013	
II.	<b>Location and Site Condition</b>	
	1. Accessibility	
	2. Parking Space	
III.	<b>Neighbourhood Data</b>	
	1. Sanitation and health condition	
	2. Police and fire station	
	3. Restaurants	
	4. Banking and postal	
IV.	<b>Venue</b>	
	1. Structural Condition	
	2. Functionality	
	a. Plenary conference room for 125 pax, with high ceiling and with stage set-up.	
	b. Three break-out rooms, with a capacity of 50 pax per room, for 18 & 19 January	
	c. Adequate audio-visual equipment for both plenary and break-out rooms	
	d. Light, ventilation, and air conditioning	
	3. Facilities	
	a. Water supply and toilet and bathroom	
	b. Lighting system	
	c. Elevators	
	d. Fire escapes	
	e. Fire-fighting equipment	
	f. WiFi/Internet and Telecommunications	
	g. Audio Visual equipment	
	4. Other Requirements	
	a. Maintenance	
	b. Attractiveness	
	c. Security	

	<b>5. Catering services</b>	
	a. For 17 January 2012: AM Snacks, Lunch and PM Snacks, and flowing coffee/tea for 60 persons.	
	b. For 18 & 19 January 2012: AM Snacks, Lunch and PM Snacks, and flowing coffee/tea for 125 persons per day.	

**I hereby certify to comply with all the above Technical Specifications.**

\_\_\_\_\_  
Name of Company

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

\_\_\_\_\_  
Date

## Financial Proposal Submission Sheet

Date: \_\_\_\_\_

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Request for Quotation, hereunder is our quotation for the venue and accommodation for the Philippine Extractive Industries Transparency Initiative (EITI) National CSO Consultation Congress and National Planning Workshop:

Workshop venue	P _____ (VAT Inclusive) In words: _____ _____
Total Contract Cost	P _____ (VAT Inclusive) In words: _____ _____

Very truly yours,

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

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