



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE IV-B (MIMAROPA)

BIDS AND AWARDS COMMITTEE

9th Floor Ben-Lor Building, 1184 Quezon Avenue, Paligsahan, Quezon City
Telephone No. (02) 374-7268 • Telefax No. (02) 374-7269 • Email: dbmro4bbac@yahoo.com

RFQ No. 2013-008

August 2, 2013

REQUEST FOR QUOTATION

(LEASE OF VENUE AND HOTEL ACCOMMODATION FOR THE CONDUCT OF ORIENTATION-WORKSHOP ON THE PUBLIC FINANCIAL MANAGEMENT ASSESSMENT TOOL (PFMAT), SOFTWARE AND IMPROVEMENT PLANNING)

The Department of Budget and Management – Regional Office IV-B (MIMAROPA) hereinafter referred to as “the Lessee”, through its Bids and Awards Committee (BAC), invite interested parties to submit quotation for **Lease of Venue and Hotel Accommodation for the Conduct of Orientation-Workshop on the Public Financial Management Assessment Tool (PFMAT), Software and Improvement Planning** through Negotiated Procurement/Lease of Real Property (Sec. 53.10, IRR of R.A. No. 9184) with Approved Budget for the Contract (ABC) of **Four Hundred Seventy Five Thousand Pesos (P475,000.00)**:

1. First Batch: August 18 - 20, 2013, (3D/2N, 54 pax live-in, 7 pax live-out)
2. Second Batch: August 21 - 23, 2013, (3D/2N, 21 pax live-in, 7 pax live-out)
3. Third Batch: August 25 - 27, 2013, (3D/2N, 28 pax live-in, 7 pax live-out)
4. Fourth Batch: August 28 - 30, 2013, (3D/2N, 42 pax live-in, 7 pax live-out)

DELIVERABLES:

A. Location

The location of the venue to be leased must be located in the City of Manila. The proposed venue should be accessible to the commuting public.

B. Conference Hall/Space Requirements

The total space/conference hall must accommodate at least one hundred (100) pax.

The space/conference hall must have the following facilities/amenities, viz:

1. Table and chair setting arrangement for participants and presidential table;
2. Information table and flag; podium, backdrop and welcome streamer;
3. Fully air-conditioned; ballroom ceiling
4. Adequate lighting and sound system, with at least two (2) wireless and three (3) wired/functioning microphones;
5. Projector screen and white board with marker;
6. Power outlet/charge for LCD projector and laptop; and
7. Free internet (Wi-Fi) connectivity

B. Room Accommodation Requirements

1. Triple sharing; fully air-conditioned with television;
2. Free internet (Wi-Fi) connectivity;
3. Complimentary rooms (at least 2) for secretariat/resource persons; and
4. Day 1 – Check-in / Day 3 – Check-out (3D/2N)

C. Food Requirements (based on Hotel Menu)

Day 1: -

Day 2: Set Breakfast, AM Snack, Lunch, PM Snack, and Dinner with free free-flowing coffee or tea and hot/cold water

Day 3: Set Breakfast, AM Snack, Lunch, PM Snack, and Dinner with free free-flowing coffee or tea and hot/cold water


DBM RO IV-B now invites legally, technically, and financially capable suppliers to submit quotation for **Lease of Venue and Hotel Accommodation for the Conduct of Orientation-Workshop on the Public Financial Management Assessment Tool (PFMAT), Software and Improvement Planning** presented above.

Procurement process shall be conducted through Negotiated Procurement in accordance to Section 53.10 of the Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act," subject to terms and conditions stipulated in the GPPB Resolution No. 08-2009 (*Implementing Guidelines for Lease of Privately-Owned Real Estate and Venue*).

Quotations/proposals and documentary requirements, together with the Technical Specifications (Attachment A), may be placed in sealed envelope marked "LEASE OF VENUE AND HOTEL ACCOMODATION FOR THE CONDUCT OF ORIENTATION-WORKSHOP ON THE PUBLIC FINANCIAL MANAGEMENT ASSESSMENT TOOL (PFMAT), SOFTWARE AND IMPROVEMENT PLANNING (RFQ No. 2013-008)" and must be delivered/submitted to the address below on or before **August 13, 2013, 10:00 A.M.** Late proposals shall not be accepted.

Opening of Quotations/Proposals shall be on **August 13, 2013, 10:00 A.M.** at **DBM RO IV-B, 9th Floor Ben-Lor Bldg., 1184 Quezon Avenue, Quezon City.**

The DBM RO IV-B reserves the right to accept or reject any quotations/proposals, and to annul the procurement process and reject all quotations/proposals at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders. DBM RO IV-B also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.


RODRIGO M. MARQUEZ
Director III
BAC Chairman

Attachment A
(RFQ No. 2013-008)

Having read and examined the Terms and Conditions on the subject Request for Quotation (RFQ), I/we submit our quotation/s for the item/s as follows:

Procurement Project:	Lease of Venue and Hotel Accommodation for the Conduct of Orientation-Workshop on the Public Financial Management Assessment Tool (PFMAT), Software and Improvement Planning	
TECHNICAL SPECIFICATIONS:		
Lessee's Specifications/Requirements	Bidders Specifications/ Statement of Compliance	
<p>A. Location The location of the venue to be leased must be located in the City of Manila. The proposed venue should be accessible to the commuting public.</p>		
<p>B. Conference Hall/Space Requirements: The total space/conference hall must accommodate at least one hundred (100) pax.</p> <p>The space/conference hall must have the following facilities/amenities, viz:</p> <ol style="list-style-type: none"> 1. Table and chair setting arrangement for participants and presidential table; 2. Information table and flag; podium, backdrop and welcome streamer; 3. Fully air-conditioned; ballroom ceiling 4. Adequate lighting and sound system, with at least two (2) wireless and three (3) wired/functioning microphones; 5. Projector screen and white board with marker; 6. Power outlet/charge for LCD projector and laptop; and 7. Free internet (Wi-Fi) connectivity 		
<p>B. Room Accommodation Requirements</p> <ol style="list-style-type: none"> 1. Triple sharing; fully air-conditioned with television; 2. Free internet (Wi-Fi) connectivity; 3. Complimentary rooms (at least 2) for secretariat/resource persons; and 4. Day 1 - Check-in / Day 3 - Check-out (3D/2N) 		

<p>C. Food Requirements (based on Hotel Menu)</p> <p>Day 1: -</p> <p>Day 2: Set Breakfast, AM Snack, Lunch, PM Snack, and Dinner with free freely-flowing coffee or tea and hot/cold water</p> <p>Day 3: Set Breakfast, AM Snack, Lunch, PM Snack, and Dinner with free freely-flowing coffee or tea and hot/cold water</p>	
<p>Approved Budget for the Contract (ABC) of Four Hundred Seventy Five Thousand Pesos (P475,000.00):</p> <ol style="list-style-type: none"> 1. First Batch: August 18 - 20, 2013, (3D/2N, 54 pax live-in, 7 pax live-out) 2. Second Batch: August 21 - 23, 2013, (3D/2N, 21 pax live-in, 7 pax live-out) 3. Third Batch: August 25 - 27, 2013, (3D/2N, 28 pax live-in, 7 pax live-out) 4. Fourth Batch: August 28 - 30, 2013, (3D/2N, 42 pax live-in, 7 pax live-out) <p>Proposed Rate shall not exceed: P1,500.00/pax for live-in; P700.00/pax for live-out;</p>	

Note: These are Lessee's minimum specifications/requirements. The Bidder may offer higher specifications or additional items, if any.

Bidder's authorized representative signature over printed name
Designation: _____
Name of Company: _____
Address: _____
Contact No.: _____