



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

6/F Asia United Bank Building, 1424 Quezon Avenue, Quezon City
Telephone No. (02) 374-7268 • Telefax No. (02) 374-7269 • Email: dbmro4bbac@yahoo.com

RFQ No. 2013-002

January 3, 2013

REQUEST FOR QUOTATION

(LEASE OF VENUE FOR THE CONDUCT OF ORIENTATION-WORKSHOP
ON THE PUBLIC FINANCIAL MANAGEMENT (PFM) 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 for the Conduct of Orientation-Workshop on the Public Financial Management (PFM) 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 **Two Hundred Sixteen Thousand Pesos (P216,000.00)**:

1. First Batch: January 16, 2013, 72 pax (live-out)
2. Second Batch: January 17, 2013, 84 pax (live-out)
3. Third Batch: January 18, 2013, 114 pax (live-out)

DELIVERABLES:

A. Location

The location of the venue to be leased must be located in Quezon City or Manila City. 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. Air-conditioned;
4. Adequate lighting and sound system, with at least two (2) wireless and two (2) wired/functioning microphones;
5. Projector screen and white board with marker; and
6. Power outlet/charge for LCD projector and laptop.

C. Food Requirements (based on Hotel Menu)

First Batch: January 16, 2013

72 pax – Set AM and PM Snack + Lunch, with flowing coffee or tea

Second Batch: January 17, 2013

84 pax – Set AM and PM Snack + Lunch, with flowing coffee or tea

Third Batch: January 18, 2013

114 pax – Set AM and PM Snack + Lunch, with flowing coffee or tea

DBM RO IV-B now invites legally, technically, and financially capable suppliers to submit quotation for **Lease of Venue for the Conduct of Orientation-Workshop on the Public Financial Management (PFM) 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 FOR THE CONDUCT OF ORIENTATION-WORKSHOP ON THE PUBLIC FINANCIAL MANAGEMENT (PFM) IMPROVEMENT PLANNING (RFQ No. 2013-002)" and must be delivered/submitted to the address below on or before **January 14, 2013, 10:00 A.M.** Late proposals shall not be accepted.

Opening of Quotations/Proposals shall be on **January 14, 2012, 10:00 A.M.** at **DBM RO IV-B, 6F Asia United Bank Bldg. (formerly Asiatruster Bank Bldg.), 1424 Quezon Avenue, Quezon City.** Quotations/proposals will be opened in the presence of the Bidder's representatives who choose to attend at the abovementioned address.

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

TECHNICAL SPECIFICATIONS					
RFQ No.	2013-002	Item No.	1	Quantity	1
Item	Lease of Venue for the Conduct of Orientation-Workshop on the Public Financial Management (PFM) Improvement Planning				
Lessee's Specifications/Requirements			Bidders Specifications/ Statement of Compliance		
<p>A. Location The location of the venue to be leased must be located in Quezon City or Manila City. 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. 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. Air-conditioned; 4. Adequate lighting and sound system, with at least two (2) wireless and two (2) wired/functioning microphones; 5. Projector screen and white board with marker; and 6. Power outlet/charge for LCD projector and laptop. 					
<p>C. Food Requirements (based on Hotel Menu) - First Batch: January 16, 2013, 72 pax – Set AM and PM Snack + Lunch, with flowing coffee or tea - Second Batch: January 17, 2013, 84 pax – Set AM and PM Snack + Lunch, with flowing coffee or tea - Third Batch: January 18, 2013, 114 pax – Set AM and PM Snack + Lunch, with flowing coffee or tea</p>					

Approved Budget for the Contract (ABC) of
**Two Hundred Sixteen Thousand Pesos
(P216,000.00):**

1. First Batch: January 16, 2013,
72 pax (live-out)
2. Second Batch: January 17, 2013,
84 pax (live-out)
3. Third Batch: January 18, 2013,
114 pax (live-out)

Proposed Rate shall not exceed
P800.00/pax

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.: _____