



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

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Corporate Planning and Reforms Service (CPRS), will undertake a Negotiated Procurement for the Lease of Venue inclusive of food, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project	Briefing on Program Budgeting for DBM Offices and Selected Agencies
Location	DBM, Malacañang, Manila
Brief Description	Lease of Venue for a series of briefings (7 batches) on program budgeting for DBM offices and the pilot agencies
Approved Budget for the Contract	One Million Two Hundred Fifty-One Thousand Pesos only inclusive of applicable taxes (Php1,251,000.00)

Attached is the Technical Specifications for this project.

Submission of quotation is not later than 10:00AM of December 1, 2014 thru email at gservida@dbm.gov.ph or cbautista@dbm.gov.ph.

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

For inquiry, you may contact Ms. Gillian C. Servida at telephone number +632.735.4869 and +632.4901000 local 3217.

Very truly yours,


TESSIE C. GREGORIO
Acting Director III, CPRS

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 offered.

Item	Specification	Statement of Compliance
I.	Availability	
	1. December 3, 2014 (Batch 1) – 90 participants	
	2. December 8, 2014 (Batch 2) – 85 participants	
	3. December 9, 2014 (Batch 3) – 90 participants	
	4. December 10, 2014 (Batch 4) – 80 participants	
	5. December 16, 2014 (Batch 5) – 95 participants	
	6. December 17, 2014 (Batch 6) – 115 participants	
	7. December 18, 2014 (Batch 7) – 135 participants	
II.	Location and Site Condition	
	1. Accessibility	
	2. Parking Space	
III.	Neighborhood Data	
	1. Sanitation and health condition	
	2. Police and fire station	
	3. Restaurant	
	4. Banking and postal	
IV.	Venue	
	1. Structural condition	
	2. Functionality	
	a. Conference/Function room	
	b. Light, ventilation and air conditioning	
	c. Space requirement to accommodate round tables and chairs for the plenary session	
	3. Facilities	
	a. Water supply and toilet and bathroom	
	b. Lighting system	
	c. Elevators	
	d. Fire escape	
	e. Fire-fighting equipment	
	f. Wifi/internet and telecommunications	
	g. Audio visual equipment	
	4. Other requirements	
	a. Maintenance	
	b. Attractiveness	
c. Security		
5. Food selection for the meals/refreshments		

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 for the 5th Executive Learning Session (ELS) on Improving Delivery through Fiscal Reforms: The Experience of Korea on Performance Budgeting:

Venue	P _____ (VAT inclusive) In words: _____
Total Contract Price	P _____ (VAT inclusive) In words: _____

Very truly yours,

Name of Company

Name/Signature of Representative

Date