



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

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM) Bids and Awards Committee (BAC) through the Planning and Management Service (PMS), will undertake a Negotiated Procurement for the Lease of Venue, in accordance with Section 53.10 of the Implementing Rules and Regulations of the Republic Act No. 9184. The details of the project are as follows:

- Name of the Project : Lease of Venue for the 2015 Management Committee Assessment
- Brief Description : Lease of Venue, inclusive of food, accommodations, and facilities for 1 day and 1 night (see Annex A for the complete specifications)
- Approved Budget for the Contract : Two Hundred Thirty Thousand Pesos PhP230,000.00 (VAT-Inclusive)

Interested bidders must submit their Certificate of PhilGEPS Registration and the duly accomplished Annexes A (Statement of Compliance to the Technical Specifications) and B (Financial Bid Form). Submissions may be made through email (dbm-pms@dbm.gov.ph) or facsimile (+632.735.4916) on or before 5:00 PM November 2, 2015.

Pursuant to Section 7.3 of the Implementing Guidelines for Lease of Privately-Owned Real Estate and Venue, the proposal of the Lessor with the Lowest Calculated Bid shall be rated in accordance with the indicated technical specifications. A passing rate of 80% must be obtained in order to be declared responsive.

For inquiries, you may contact Ms. Elvira Robles at telephone numbers +632.490.1000 local 3212 or +632.735.4916.

Very truly yours,


TERESITA M. SALUD
OIC-Director, PMS 

ANNEX A

Technical Specifications

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 corresponding performance parameter of the service/equipment offered.

Item	RATING FACTORS	STATEMENT OF COMPLIANCE
I.	Availability (INDICATIVE DATES) November 12-14, 2015	
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. Function Room for plenary session (with high ceiling) b. Room accommodation arrangements for one night 17 Twin c. Light, ventilation, and air conditioning d. Space requirement to accommodate 80-85 pax – banquet arrangement	
	3. Facilities a. Water supply and toilet b. Lighting system c. Elevators d. Fire escapes e. Fire-fighting equipment f. Strong WiFi/Internet Connection and Telecommunications g. Audio visual equipment LCD Projector with white screen Sound system	
	4. Other requirements a. Maintenance b. Attractiveness c. Security d. Complimentary Welcome Streamer and Directional Markers e. First-aid Kit f. Contact Person and two stand-by staff in the Function Room	

<p>5. Catering Services for guaranteed 85 pax 1 Buffet Breakfast ready by 6:00 AM 1 AM Snacks ready by 10:00 AM 1 Buffet Lunch ready by 12:00 nn 1 PM Snacks ready by 3:00 PM 1 Buffet Dinner ready by 7:00 PM Cocktails on November 13, after dinner</p>	
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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, food, accommodation and facilities for the 2015 Management Committee Assessment.

Particular	Unit Cost (VAT-Inclusive)	No. of Pax	Total Cost (VAT-Inclusive)
Room Accommodation for one night 17 Twin-sharing		34	
Meals 1 Buffet Breakfast 1 AM Snacks 1 Buffet Lunch 1 PM Snacks 1 Buffet Dinner Cocktails on November 13, after dinner		85	
TOTAL AMOUNT	PhP _____ (VAT-Inclusive) In Words: _____ _____		

Very truly yours,

 Signature over printed name of Representative

 Name of Company