



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

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

- Name of Project : Lease of Venue for the 2015 DBM Strategic Planning Conference
- Brief Description : Lease of Venue, inclusive of food, accommodations, and facilities for 3 days and 2 nights (see Annex A for the complete specifications)
- Approved Budget for the Contract : Eight Hundred Twenty Thousand Pesos
PhP 820,000.00 (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 manually, through email or facsimile on or before 12:00 noon of April 6, 2015 to the

DBM BAC Secretariat
G/F DBM Building III, DBM Compound,
General Solano St., San Miguel, Manila
Telefax No.: +632.735.4979
Email Address: jabrigo@dbm.gov.ph

For inquiries, you may contact Ms. Julie Abrigo or Ms. Verna Umali at telephone number +632.490.1000 local 3212 or 3115.

Very truly yours,


ROWENA CANDICE M. RUIZ
Vice Chairperson

Technical Specifications

Annex A

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.	Availability April 9-11, 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 (within the vicinity of Panglao Island, Bohol)	
	1. Structural condition	
	2. Functionality	
	a. Function Room for plenary session (with high ceiling)	
	b. Breakout rooms (5 rooms with 10-15 pax capacity each) The event requires a single facility for both the Function and Breakout rooms	
	c. Room accommodation arrangements for two nights <u>Guaranteed:</u> 11 Single, 30 Twin, 2 Quadruple <u>As needed,</u> upon request by the CPRS OIC-Director 2 Twin	
	d. Light, ventilation and air conditioning	
	e. Space requirement to accommodate 80-85 pax – banquet arrangement	
	3. Facilities	
	a. Water supply and toilet & bathroom	
	b. Lighting system	
	c. Elevators	
	d. Fire escapes	
	e. Fire-fighting equipment	
	f. Strong WiFi/Internet Connection & Telecommunications	
	g. Audio-Visual equipment	
	4. Other Requirements	
	a. Maintenance	
	b. Attractiveness	
	c. Security	
	5. Catering Services (2 Buffet Breakfast, 2 AM Snacks, 3 Buffet Lunch, 3 PM Snacks, 2 Buffet Dinner)	

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

Name of Company

Signature over Printed Name of Representative

Date: _____

Financial Bid Submission Form

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 DBM Strategic Planning Conference:

Particular	Amount
Lease of Venue, inclusive of food, accommodation and facilities Guaranteed (79 pax): 11 Single, 30 Twin-sharing, 2 Quad-sharing rooms As needed (4 pax): 2 Twin-sharing rooms	PhP _____ (VAT-Inclusive) PhP _____ (VAT-Inclusive)
TOTAL	PhP _____ (VAT-Inclusive) In words: _____ _____

Very truly yours,

 Signature over printed name and of Representative

 Name of Company