



**Sandiganbayan**  
REPUBLIC OF THE PHILIPPINES  
Quezon City

MA. TERESA S. PABULAYAN  
Executive Clerk of Court IV

APR 04 2024

**REQUEST FOR QUOTATION**

**Lease of Venue for the Retirement Ceremony of Associate Justice  
Efren N. de la Cruz on June 13, 2024**

The Sandiganbayan, through its Bids and Awards Committee (BAC) invites all qualified suppliers to submit a quotation for the **Retirement Ceremony of Associate Justice Efren N. de la Cruz on June 13, 2024**.

The procurement will be conducted through Negotiated Procurement/ Lease of Real Property and Venue under Section 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the *Government Procurement Reform Act*.

**Deliverables:**

**A. Location**

The venue to be leased must be located within **Quezon City**.

**B. Hotel Hall/Ballroom**

The venue must provide an air-conditioned hall/ballroom that can accommodate **three-hundred fifty (350)** persons seated in a round-table or alternative set-up. The venue will be used for four (4) hours from **11:00 A.M. to 3:00 P.M. on June 13, 2023**.

The venue shall include the following amenities:

1. Easily accessible bathrooms inside the room itself or nearby;
2. Sound system with at least three (3) microphones, LCD projector with screen, podium/rostrum;
3. Power outlets and extension cords;
4. Complimentary Internet WIFI; and
5. Sufficient parking space for at least ten percent (10%) of the total number of guests.

**C. Food Requirements**

Lunch buffet with free-flowing coffee.

**D. Other Requirements**

The quote shall include:

- Provision for floral centerpiece for buffet and guests' table,
- Provision for basic stage set-up with decoration, and
- Provision for photo booth rental for three (3) hours.

**The Sandiganbayan BAC now invites legally, technically, and financially capable suppliers to submit a quotation based on the aforementioned technical specifications.**

**F. Important Conditions**

1. The procurement process shall be conducted through Negotiated Procurement under Section 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.
2. Pursuant to Annex "H", Appendix "A" of the 2016 IRR, the following requirements must be submitted during the submission of quotation, or before the issuance of Notice of Award:
  - a. Mayor's/Business Permit
  - b. PhilGEPS Registration Number
  - c. Income/Business Tax Return

**The Sandiganbayan reserves the right to withhold payment until after complete submission of the above-stated requirements.**

3. Bidders will be rated according to the table of rating factors for Lease of Venue in Appendix "B" of Annex "H" of the 2016 IRR. A bid is determined to be responsive if it is equal to or higher than the Sandiganbayan's passing rate of **85%**. Compliance rating shall be conducted through ocular inspection, interviews, or other forms of due diligence such as reference to the bidder's website and other websites with online ratings and reviews.
4. The Sandiganbayan reserves the right to reject any or all offers, or accept such offer it may consider most appropriate for its intended activity, or economical and advantageous to the government.
5. **The quoted price must include all costs, applicable taxes and other charges.**

Bids may be submitted through email at [sandiganbayanpmd@gmail.com](mailto:sandiganbayanpmd@gmail.com), copy furnish BAC Secretariat at [sbbacsecretariat@gmail.com](mailto:sbbacsecretariat@gmail.com).

**G. Billing and Payment**

Payment must be through **send-bill** arrangement.

  
**ATTY. MA. TERESA S. PABULAYAN**  
*Chairperson*  
Bids and Awards Committee