



Sandiganbayan
Republic of the Philippines
Quezon City

REQUEST FOR QUOTATION

**Lease of Venue for the SANDIGANBAYAN EN BANC MEETING
FOR DISCUSSION OF THE SANDIGANBAYAN PROCUREMENT
PLANNING MANUAL**

The Sandiganbayan Committee on Acquisition, Procurement, Maintenance, and Disposal of Facilities, Equipment and Supply, through the Sandiganbayan Bids and Awards Committee (BAC), is inviting interested parties to submit a quotation for the conduct of its **SANDIGANBAYAN EN BANC MEETING FOR DISCUSSION OF THE SANDIGANBAYAN PROCUREMENT PLANNING MANUAL** on **November 6, 2023**.

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 (RIRR) of Republic Act (R.A) No. 9184, otherwise known as the *Government Procurement Reform Act*.

Deliverables:

A. Location

The venue to be leased must be located in **Quezon City, Metro Manila**.

B. Conference Room/ Meeting Room

The venue must provide an air-conditioned conference room/hall that can accommodate at least **Forty (40)** persons seated in a **U-Shape Boardroom configuration**. The conference room will be used from **9:00 a.m. to 3:00 p.m.** for **One (1) day**. The venue must also include the following amenities:

1. Easily accessible bathrooms inside the room itself or nearby;
2. Sound system with at least four (4) microphones, LCD projector with screen, whiteboard, podium/rostrum, name cards and other meeting materials;
3. Power outlet and extension cords;
4. Complimentary Internet WIFI; and
5. At least five (5) complimentary parking slots.

C. Food Requirements

The following meal schedule should be provided for Forty (40) persons:

Day	Meals to be provided
November 6, 2023	AM Snacks, Buffet Lunch, PM Snacks

D. Room Accommodations

- None

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

E. Important Conditions

1. The procurement process shall be conducted through Negotiated Procurement under Section 53.10 of the 2016 RIRR of R.A.No. 9184.

2. Pursuant to Annex "H," Appendix "A" of the 2016 RIRR, the following requirements must be submitted during the submission of a quotation, or if unavailable, prior to payment:
 - 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 these requirements.

3. Bidders will be rated according to the table of rating factors for Lease of Venue indicated in Appendix "B" of Annex "H" of the 2016 RIRR. A bid is determined to be responsive if it is equal to or higher

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 and applicable taxes.

Bids may be submitted through email at **sandiganbayan_supplysection@yahoo.com**, and copy furnish the Sandiganbayan Office of the Chairperson of Committee on Gender Responsiveness at **sb.cgr2020@gmail.com** and the **BAC Secretariat** at **sbbacsecretariat@gmail.com**.

F. Billing and Payment

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

In case advance payment is agreed upon, the same shall not exceed fifty percent (50%) of the contract amount and must be allowed to be paid up to the date of the event itself.


ATTY. JASON T. LORENZO

Vice-Chairperson, Bids and Awards Committee