



REQUEST FOR QUOTATION

APPROVED FOR POSTING

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV
16 MAY 2023

LEASE OF VENUE SANDIGANBAYAN 45TH ANNIVERSARY CELEBRATION

The Sandiganbayan *En Banc*, through the Sandiganbayan Bids and Awards Committee (BAC), is inviting interested parties to submit a quotation for the Sandiganbayan 45th Anniversary Celebration on **June 15, 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 of Republic Act No. 9184, otherwise known as the *Government Procurement Reform Act*.

Deliverables:

A. Location

The location of the venue to be leased must be located within **Metro Manila**.

B. Function Room

The venue must provide an air-conditioned function room that can accommodate **five hundred fifty (550)** persons seated in a round-table or alternative setup. The function room will be used from **11:00 a.m. to 5:00 p.m.** The space must also include the following amenities:

1. Easily accessible restrooms inside the room itself or nearby
2. Accommodate the following which are to be provided by the Sandiganbayan:
 - a. Event Management and Stylist
 - b. Stage and Table Decorations
 - c. Lights and Sounds System
 - d. LED Walls
 - e. Full Band Set-up
 - f. String Quartet
 - g. Event Coverage
 - h. Other Technical Requirements
3. Accommodate and provide an area for the historical archives/exhibits to be set-up by the Sandiganbayan
4. Provide at least Four (4) hours for the preparation and decoration of the venue, and for the installation of other equipment for the event
5. Holding Room/s for performers

6. Separate holding room for other suppliers
7. Cocktail area/set-up
8. Area for photobooth
9. Power outlet and extension cords
10. Complimentary Internet WIFI
11. Complimentary parking for participants/guests

C. Food Requirements

Lunch and PM Snacks must be provided for **five hundred fifty (550)** persons. Buffet setup for 500 pax and plated service for 50 VIP Guests with the following specifications:

- Lunch: Four (4) kinds Viands (beef, pork, chicken and seafood)
 One (1) kind of Vegetable dish
 One (1) kind of starch dish (rice or pasta)
 One (1) kind of Dessert
 One (1) kind of Appetizer
 One (1) round of drinks
- PM Snacks: One (1) kind of Pasta or Noodle dish
 One (1) kind of Viand (pork, beef or seafood)
 One (1) kind of Dessert
 One (1) round of drinks

D. Room Accommodations

Not applicable.

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 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 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 upon complete submission of these 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 and applicable taxes.

Bids may be submitted through email at **sandiganbayan_supplysection@yahoo.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. MA. TERESA P. PABULAYAN
Executive Clerk of Court IV
BAC Chairperson