



Sandiganbayan
 Republic of the Philippines
 Quezon City

MA. TERESA S. PABULAYAN
 Executive Clerk of Court IV

SEP 12 2023

REQUEST FOR QUOTATION

Lease of Venue for the SANDIGANBAYAN COMMITTEE ON ACQUISITION, PROCUREMENT, MAINTENANCE AND DISPOSAL OF FACILITIES, EQUIPMENT AND SUPPLY

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 its **WRITESHOP/DRAFTING OF MANUAL OF OPERATIONS FOR THE SANDIGANBAYAN** on **October 9 to 11, 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 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/meeting room that can accommodate **thirty-eight (38)** persons seated in a round-table or alternative set-up. The conference room will be used from **8:00 a.m. to 4:00 p.m.** for **three (3) days**. 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
3. Power outlet and extension cords
4. Complimentary Internet WIFI
5. At least five (5) complimentary parking slots

C. Food Requirements

AM Snacks, Lunch, and PM Snacks must be provided for thirty-eight (38) persons.

D. Room Accommodations

No room accommodations.

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**, please copy furnish the Sandiganbayan Office of the Chairperson of Committee on Acquisition, Procurement, Maintenance, and Disposal of Facilities, Equipment, and Supply at **sb.chamberofjestoesta@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. MA. TERESA S. PABULAYAN
Executive Clerk of Court IV
BAC Chairperson