



Republic of the Philippines

Sandiganbayan

Quezon City

REQUEST FOR QUOTATION

Lease of Venue for the Executive Briefing and Capacity Building Seminar for the Sandiganbayan

The Sandiganbayan Gender and Development (GAD) Committee on Gender Responsiveness (SB-CGR), through the Sandiganbayan Bids and Awards Committee (BAC), invites all interested parties to submit a quotation for its **Executive Briefing and Capacity Building Seminar for the Sandiganbayan Employees** on **April 24-26, 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 in the **island of Luzon and which must be able to accommodate the requirements of the Sandiganbayan**.

B. Conference Room/ Meeting Room

B.1. April 24, 2024 (Executive Briefing)

The venue must provide an air-conditioned conference/meeting room that can accommodate **one hundred (100)** persons seated in a round-table or alternative setup. The conference room will be used from **1:00 P.M. to 6:00 P.M. on April 24, 2024**, for the Justices and members of the Committee on Gender-Responsiveness for the Executive Briefing.

B.2. April 25, 2024 (Capacity-Building Seminar)

The venue must also provide another function room which can accommodate **at least three hundred (300) participants** on April 25, 2024.

The above-stated venues (B.1 and B.2) shall 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 outlets and extension cords;
4. Complementary Internet WIFI; and

5. Sufficient parking space for at least seven (7) shuttle buses and fifty (50) private vehicles.

C. Food Requirements

April 24, 2024 (Wednesday) for One Hundred (100) pax:

- Welcome drinks
- Lunch (managed buffet)
- PM Snacks
- Dinner (managed buffet)

April 25, 2024 (Thursday) for One Hundred (100) pax:

- Buffet Breakfast

April 25, 2024 (Thursday) for 400 pax:

- Welcome drinks
- Lunch (managed buffet)
- PM Snacks
- Dinner (managed buffet)

April 26, 2024 (Friday) for 400 pax:

- Buffet Breakfast
- Packed Lunch

D. Room Accommodations

Two-night accommodation (*April 24-25, 2024*):

- **Quadruple occupancy – Nineteen (19) rooms**
- **Single/Double occupancy – Twenty-four (24) rooms**

One-night accommodation (*April 24, 2024*):

- **Quadruple occupancy – Seventy-five (75) rooms**

E. Other Requirements

- Provision for **six (6) whole roasted pig (*lechon*) [approximate live weight of at least 12-14 kgs]** during the lunch and/or dinner on April 24, 2024;
- Provision for **ten (10) whole *lechons* [approximate live weight of at least 12-14 kgs]** during the lunch and/or dinner on April 25, 2024; and
- Provision of food, beverage, and entertainment package on the evenings of April 24 and 25, 2024.

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 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 the 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 **90%**. 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 sandiganbayanpmd@gmail.com, copy furnish the Sandiganbayan CGR at sb.cgr2020@gmail.com and BAC Secretariat at sbbacsecretariat@gmail.com.

G. 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
and Chairperson*
Bids and Awards Committee