

Civil Service Commission
Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City

REQUEST FOR QUOTATION

RFQ No. : 2023-137 NP LV
Date: July 25, 2023
PR No./End-User : 2023-06-0802 / CSI

Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. : _____
PhilGEPS Reg. No. : _____
TIN No. : _____

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

The lease of venue, including meals, will be undertaken in accordance with Section 53.10 (Lease of Real Property and Venue) of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184

Prospective lessors who will submit a proposal with the lowest calculated and responsive offer shall be selected. **As a condition for award**, you will be required to submit a copy of your ***Mayor's/Business Permit**, together with your proposal. The updated ***Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **If awarded**, you will be required to submit copy of your ***latest Business/Income Tax Return (Form 1701Q/1701, 2550M/2550Q, 2551M/2551Q, or 0605, etc.)** together with the ***signed copy of Purchase Order (PO) prior to the date of event**.

Please accomplish and submit this form and all the **required documents** to Procurement Management Division - OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City or fax it through number **931-8029** or email to **csc.ofam.pmd@gmail.com** not later than **12:00 P.M. of 27 July 2023**.


GLAMOUR F. N. MONTANO
Procurement Officer
Procurement Management Division
Office for Financial & Assets Management (OFAM)


SAM V. MANGLICMOT
Chief
Procurement Management Division
Office for Financial & Assets Management (OFAM)

TERMS AND CONDITIONS:

1. Award shall be made on per: Item Basis Lot Basis Total Quoted Price
2. Services shall be rendered on Please see details on Annex A
3. Place of Delivery: Please see details on Annex A
4. Technical specification with asterisks (*) are mandatory. **For goods**, please indicate brand, model and country of origin.
5. Bidders shall provide **correct and accurate information** required in this form.
6. Quotations exceeding the Approved Budget for the contract shall be rejected.
7. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
8. Terms of Payment: **within 15-30 days upon complete submission of supporting documents.**
9. Payment shall be made through Land Bank's **LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)/Bank Transfer Facility.**
Account Name: _____ Account Number: _____
Bank Name: _____ Branch: _____
"Note: Non-Land Bank of the Philippines accounts shall be charged a service fee.
10. Liquidated Damages/Penalty: **amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**
11. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
12. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
13. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
14. **NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."**

Printed Name/Signature
Authorized Representative of the Service Provider

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
	Lease of Venue for the Conduct of 2023 Public Sector HR Symposium: "Developing and Fostering a Culture of Dynamism to Achieve a Resilient and Sustainable People and Public Sector Organization"	1	lot					
	Date of Event: 26-27 September 2023							
	Please see attached Terms of Reference for details and Criteria for Rating							
	APPROVED BUDGET FOR THE CONTRACT: PHP6,200,000.00							



GLAMOUR FE N. MONTANO

Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

 Printed Name/Signature

Authorized Representative of the Service Provider

**Republic of the Philippines
CIVIL SERVICE COMMISSION
Quezon City**

TERMS OF REFERENCE

Project Title : **Lease of Venue for the Conduct of 2023 Public Sector HR Symposium: “Developing and Fostering a Culture of Dynamism to Achieve a Resilient and Sustainable People and Public Sector Organization”**

Approved Budget : **PHP6.2 M** *(inclusive of all government & applicable taxes)*

Location: **Within Pasay City, Metro Manila**

I. RATIONALE

This Terms of Reference (TOR) for the lease of venue has been prepared as part of the approved plan and budget for the 2023 Public Sector HR Symposium.

The Civil Service Commission (CSC) through the Civil Service Institute (CSI) is celebrating the 10th year of holding the Public Sector Human Resource (HR) Symposium on 26-27 September 2023. As one of the main highlights of the 123rd Philippine Civil Service Anniversary (PCSA) Celebration, the main objective of the HR Symposium is to continuously update leaders and/or HR practitioners in the public and private sectors on the emerging trends and best practices in the field of leadership, human resource management and organization development. It also serves as an important occasion to gather HR Leaders and practitioners all over the country once a year.

Since 2013, the HR Symposium has consistently gathered an increasing number of participants, however, due to the Covid-19 Pandemic in 2020, this annual event was cancelled and later resumed in 2021 via online platform. The 2022 Public Sector HR Symposium was also held virtually.

This year’s Symposium will be conducted through a dual mode of delivery via online and in-person (hybrid).

II. SCOPE OF WORK AND JOB SPECIFICATIONS

The service provider should be able to provide a venue with plenary halls which can accommodate at least 5,000 in-person participants (banquet set-up with the required social distancing), function rooms, press conference room, speaker’s/VIP lounge, secretariat room, exhibit and registration area, holding area for performers, area for

buffet set-up, basic facilities and amenities and wifi/internet connectivity, with the following specifications:

A. General

1. Inclusive Dates:
 - i. September 25, 2023, 8:00 a.m. – 8:00 p.m., 12 hours (Ingress)
 - ii. September 26-27, 2023, 8:00 a.m. – 5:00 p.m., 9 hours daily (Event Proper)
 - iii. September 27, 2023 5:00PM – 10:00PM, 5 hours (Egress)
2. Location: Pasay City, Metro Manila; Venue must be in close proximity to at least 8 hotels within the 8 kilometers radius from the venue;
3. Capacity: Can accommodate at least 5,000 pax (banquet set-up with the required social distancing);
4. Floor area: at least 8,000 square meters with the dimensions of at least 90 meters width and 90 meters length (almost square);
5. Ceiling height: At least 10 meters;
6. Wifi connectivity with the bandwidth of at least 1,000 mbps;
7. With backup power supply; and
8. Parking area that can accommodate at least 500 vehicles.

B. Daily Venue Requirements

1. **DAY 0 – 25 September 2023**
 - i. Ingress: 8:00 a.m. – 8:00 p.m., 12 hours
2. **DAY 1 - 2 (Event Proper) 26 September 2023, 8:00 a.m. – 5:00 p.m.; and 27 September 2023, 8:00 a.m. – 5:00 p.m.**
 - i. Use of Halls, Function Rooms, Business Center, Board Room and VIP Rooms during event days;
 - ii. Use of receiving area/booth at main entrance as Help Desk and for monitoring of daily check-in of participants;
 - iii. Provision for early turnover of the Halls two (2) hours daily prior to event with Air-conditioning of the Halls and Lobby;
 - iv. WIFI connectivity before, during and after event proper with the bandwidth of at least 1,000 mbps;

- v. Assist in developing the floor plan layout in coordination with the other Events Service Provider;
- vi. Provision of security and janitorial personnel from ingress to egress (*refer to Workforce requirement below*);
- vii. General cleaning of the hall at all times from ingress, event proper and egress;
- viii. Disinfection of the hall including common areas and function rooms on Day 0 - 25 September (Evening), Day 1- 26 September (Evening), Day 2 – 27 September (Egress);
- ix. Thorough cleaning and regular disinfection, sanitation, and misting of all general facilities and furnishing;
- x. Constant supply of hand soap and proper handwashing guide on all restrooms; and
- xi. Use of the motorized lift at least 10 hours daily, if applicable.
- xii. Egress: September 27, 2023 5:00PM – 10:00PM, 5 hours.

C. Workforce

1. Supervisor/Event Manager (Must be present before, during and after the event);
2. Stand-by Electrical/IT Technician (at least 2 Technicians at all times);
3. Standard Janitorial Posting (at least 9 Janitors and 1 Supervisor); and
4. Security Guards within the premises (20 SGs during event proper).

D. Parking

1. Availability of at least 500 parking slots for event guests and participants with at least 50 reserved free parking slots for CSC vehicles and VIPs; and
2. Provision of unlimited delivery vehicle passes for loading and unloading of exhibit materials and events-related equipment during ingress and egress.

E. Facilities

1. General overhead lighting from ingress to egress;

2. Proper ventilation during ingress and egress (e.g. air-conditioning system, electric fans); and
3. Public address system for in-house announcement.

III. **MODE OF PROCUREMENT**

The mode shall be **Negotiated Procurement - Lease of Venue** as provided under Section 53.10 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184.

IV. **BUDGETARY REQUIREMENT**

Leasing of the venue for the hybrid conduct of the 2023 Public Sector HR Symposium shall not exceed the approved budget amounting to **Six Million Two Hundred Thousand Pesos Only (Php6,200,000.00)** inclusive of all government and applicable taxes.

The payment is payable in three (3) tranches as follows:

1. Thirty percent (30%) of the total contract price to be released within fifteen (15) calendar days upon issuance of the approved Notice to Proceed (NTP) / Contract Agreement;
2. Twenty percent (20%) of the total contract price to be released anytime from Day 0 to Day 2; and
3. Fifty percent (50%) of the contract price within 15-30 government working days upon issuance of a Billing Statement.

Subsequently, processing of payment shall commence based on the above schedules through the issuance of a Landbank of the Philippines (LBP) check by the CSC.

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning service provider. The CSC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

V. **TAXES**

All taxes, fees, charges imposed and other legal execution due or that may become due shall be chargeable against the account of the service provider. The CSC as a government collecting agency for the Bureau of Internal Revenue, shall deduct allowable government taxes.

VI. LOCATION OF THE EVENT

Located within Pasay City, Metro Manila and must be in close proximity to at least 8 hotels within the 8 kilometers radius from the event venue.

VII. CONFIDENTIALITY CLAUSE

The service provider shall not, during the term of this engagement and thereafter, disclose any confidential information obtained or acquired by them in connection with the above tasks and deliverables except upon the issuance of written consent by the CSC Chairperson.

Prepared by:



ROMMIN S. ADVINCULA
Senior Human Resource Specialist

Recommending Approval:



EMYLIN O. SEVERO
Acting Director III
Civil Service Institute

Approved:



FERNANDO M. PORIO
Director IV
Civil Service Institute

21 June 2023

2023 PUBLIC SECTOR HR SYMPOSIUM

TABLE OF RATING FACTORS FOR LEASE OF VENUE

CRITERIA	WEIGHT
I. Availability	100%
II. Location and Site Condition	
1. Accessibility	50%
2. Parking Space	25%
3. PWD Friendly	25%
	100%
III. Neighborhood Data	
1. Prevailing Rental Rate	25%
2. Sanitation and Health Condition	25%
3. Police and Fire Station	10%
4. Restaurant	25%
5. Banking and Postal	15%
	100%
IV. Venue	
1. Structural Condition	15%
2. Functionality	
a. Conference Rooms	15%
b. Room Arrangement	5%
c. Light Ventilation and air conditioning	10%
d. Space Requirements	10%
3. Facilities	
a. Water supply and toilet	4%
b. Lighting System	5%
c. Elevators	4%
d. Fire escapes	4%
e. Firefighting equipment	4%
f. Internet and Telecommunications	4%
4. Other Requirements	
a. Maintenance	5%
b. Attractiveness	5%
c. Security	5%
5. Client's Satisfactory Rating	5%
	100%
I. Availability	x (0.5) =
II. Location and Site Condition	x (0.3) =
III. Neighborhood Data	x (0.1) =
IV. Venue	x (0.1) =
FACTOR VALUE	
TOTAL	100%
PASSING RATE:	93%
REMARKS: PASSED/FAILED	

Prepared by:



ROMMIN S. ADVINCULA
Senior Human Resource Specialist

25-Jul-23

Approved by:



FERNANDO M. PORIO
Director IV

25-Jul-23