



**PhilGEPs**  
Philippine Government Electronic Procurement System

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Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9537090  
**Procuring Entity** PHILIPPINE STATE COLLEGE OF AERONAUTICS  
**Title** Procurement Phase 2 of the Crafting of the Strategic Plan 2023 -2028 On March 13 to 15, 2023  
**Area of Delivery** Pampanga

<b>Solicitation Number:</b>	2023-03-0030	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Hotel and Lodging and Meeting Facilities		
<b>Approved Budget for the Contract:</b>	PHP 200,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	3 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	04/03/2023
<b>Contact Person:</b>	Romualdo Salud Intia Canvasser Piccio Garden Villamor Airbase Pasay City Metro Manila Philippines 1300 63-02-4255326 63-02-4255326 mhaldz123@gmail.com	<b>Last Updated / Time</b>	03/03/2023 16:47 PM
		<b>Closing Date / Time</b>	07/03/2023 13:00 PM

#### Description

##### Lot Lease of Venue 1

- The Supplier shall be PhilGEPs -registered.
- The Supplier shall provide an airconditioned venue for twenty-six (26) people with the following specifications:
  - Eight (8) hours use of venue;
  - classroom set-up, inclusive of projector, projecting screen, rostrum and sound system;
  - Complimentary WIFI connection;
  - Pads and pencils/ball pens;
  - Whiteboard, whiteboard markers and whiteboard eraser for 3 days ;
  - Signage during the duration of the activity (3 days).
- The Supplier shall provide room accommodations for twenty-nine (29) people with the following specifications:
  - Two (2) single- room type; three (3) twin-room type; and seven (7) triple-room type;
  - All rooms with WIFI connection, water heater, complimentary coffee/tea and bottled water for occupants;
  - Dental kit, soap, shampoo, disposable slippers and bath towel set for each occupant in all rooms;
  - Hot and cold shower for each restroom.
- The Supplier shall provide meals for twenty-eight (29) people with the following specifications:
 

March 13 (Monday): AM Snacks ;Buffet Lunch (12 noon); PM Snacks; Buffet Dinner (7 pm)  
 March 14 (Tuesday): AM Snacks ;Buffet Lunch (12 noon); PM Snacks; Buffet Dinner (7 pm)  
 March 15 (Wednesday): AM Snacks ;Buffet Lunch (12 noon); PM Snacks
- The Supplier shall provide detailed food selections/menu for the meals stated above.
- Dispenser for hot and cold water, and unlimited coffee shall be provided in the activity venue.
- The Supplier shall provide free parking space for two days, for one (1) bus and two (2) vehicles.

##### Terms of Payment

- Payment shall be made within a period of thirty (30) days upon receipt of Statement of Account/ Billing Statement/ Invoice from the Supplier.
- The supplier shall provide the bank account details through which payment will be credited.

##### Failure of Delivery

- In case of failure to deliver the specified requirements , a penalty of one-tenth (1/10) of one percent (1%) of the contract price shall be deducted from the billing for each day of delay.

#### I. Project Description

The project requires the procurement of lease of venue with room accommodations and meals for the Philippine State College of Aeronautics (PhilSCA) team. The Phase 2 of the Crafting of the



PhilSCA Strategic Plan 2023-2028 will be held on March 13, 14 and 15, 2023 (Monday to Wednesday) in Region III.

II. Approved Budget for the Contract

Funding for this project shall be sourced from the GAA 2023 of PhilSCA under MOOE- Training Expenses, in the amount of two hundred thousand pesos only (Php 200,000.00), inclusive

of all taxes and other charges.

III. Mode of Procurement

The procurement of lease of venue with room accommodations and meals shall be undertaken through "Alternative Method of Procurement – Lease of Venue," under item 9, Annex "H" of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, known as the Government Procurement Reform Act of 2002.

IV. Responsibilities of the Supplier

1. The Supplier shall be PhilGEPs -registered.

2. The Supplier shall provide an airconditioned venue for twenty-six (26) people with the following specifications:

2.1 Eight (8) hours use of venue;

2.2 classroom set-up, inclusive of projector, projecting screen, rostrum and sound system;

2.3 Complimentary WIFI connection;

2.4 Pads and pencils/ball pens;

2.5 Whiteboard, whiteboard markers and eraser during the duration of the activity (3 days).

2.6 Signage during the duration of the activity (3 days).

3. The Supplier shall provide room accommodations for twenty-eight (29) people with the following specifications:

3.1 Two (2) single- room type; three (3) twin-room type; and seven (7) triple-room type;

3.2 All rooms with WIFI connection, water heater, complimentary coffee/tea and bottled water for occupants;

3.3 Dental kit, soap, shampoo, disposable slippers and bath towel set for each occupant in all rooms;

3.4 Hot and cold shower for each restroom.

4. The Supplier shall provide meals for twenty-nine (29) people with the following specifications:

March 13 (Monday) AM Snacks

Buffet Lunch (12 noon)

PM Snacks

Buffet Dinner (7 pm)

March 14 (Tuesday) Breakfast (7 am)

AM Snack

Buffet Lunch (12 noon)

PM Snacks

Buffet Dinner

March 15 (Wednesday) Breakfast (7 am)

AM Snack

Buffet Lunch (12 noon)

PM Snacks

5. The Supplier shall provide detailed food selections/menu for the meals stated above.

6. Dispenser for hot and cold water, and unlimited coffee shall be provided in the activity venue.

7. The Supplier shall specify if:

7.1 The AM and PM snacks can be served in the venue;

7.2 Buffet lunch and buffet dinner can be served in the venue or will be in a reserved area in the in-house restaurant.

8. The Supplier shall provide free parking space for three days and two nights, for one (1) bus and two (2) vehicles.

V. Terms of Payment

1. Payment shall be made within a period of thirty (30) days upon receipt of Statement of Account/ Billing Statement/ Invoice from the Supplier.

2. The supplier shall provide the bank account details through which payment will be credited.

VI. Failure of Delivery

1. In case of failure to deliver the specified requirements in item IV of this TOR, a penalty of one-tenth (1/10) of one percent (1%) of the contract price shall be deducted from the billing for each day of delay.

**Other Information**

All quotations to be submitted only to the

Official e-mail address of Procurement Officer

Addressed to the Acting Procurement Officer

email Add: phiscaprocurement@gmail.com

Asst. Prof. Noel E. Lagui

Acting Procurement Officer

**Created by** Romualdo Salud Intia

**Date Created** 03/03/2023

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