



REPUBLIC OF THE PHILIPPINES
SENATE ELECTORAL TRIBUNAL

REQUEST FOR QUOTATION

The Senate Electoral Tribunal, through its Bids and Awards Committee, will undertake the procurement for the LEASE OF VENUE WITH MEALS FOR THE CAPACITY BUILDING SEMINAR-WORKSHOP ON ADVANCED GENDER SENSITIVITY TRAINING (GST) WITH HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG), INCLUDING ACCOMMODATION FOR THE MEMBERS OF THE GENDER AND DEVELOPMENT FOCAL POINT SYSTEM (GFPS) in accordance with Section 53.10 of the Implementing Rules and Regulations of Republic Act No. 9184, as follows:

Name of Project	:	LEASE OF VENUE WITH MEALS FOR THE CAPACITY BUILDING SEMINAR-WORKSHOP ON ADVANCED GENDER SENSITIVITY TRAINING (GST) WITH HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG), INCLUDING ACCOMMODATION FOR THE MEMBERS OF THE GENDER AND DEVELOPMENT FOCAL POINT SYSTEM (GFPS)
Quotation Validity	:	at least thirty (30) calendar days
Delivery Schedule	:	29-31 August 2023
Terms of Payment	:	15 to 30 calendar days upon submission of complete supporting documents
Approved Budget	:	One Hundred Fifteen Thousand Pesos (Php115,000.00), inclusive of all existing and appropriate government taxes and charges

Interested suppliers are required to submit their valid and current Mayor's Permit, PHILGEPS Registration Certificate, and price quotation (Annex "A") not later than **August 14, 2023, at 10:00 a.m.** at the 6th Floor, Sugar Center Building, North Avenue, Diliman, Quezon City. The documents may also be sent thru fax at 8-3959329 or email at ppms.proc1@set.gov.ph / set.ppms.ps@gmail.com.

Very truly yours,

ATTY. ELEANOR S. FRANCISCO-ANUNCIACION
Deputy Secretary of the Tribunal
Chairperson, Bids and Awards Committee

SENATE ELECTORAL TRIBUNAL

Annex A

RFQ No.: 2023-08-146 NP-LV
Date :

Company Name: _____
Company Address: _____
Contact Person: _____
Contact Number: _____
TIN: _____

Item No.	Qty.	Unit	Purchaser's Specification	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	1	Lot	<p>Lease of Venue with Meals for the Capacity Building Seminar-Workshop on Advanced Gender Sensitivity Training (GST) with Harmonized Gender and Development Guidelines (HGDG), including Accommodation for the Members of the Gender and Development Focal Point System (GFPS)</p> <p>Date: 29-31 August 2023; 3 days and 2 nights</p> <p>I. Location</p> <p>A. Within the Province of La Union</p> <p>B. Free parking space reserved within or near the venue for at least two (2) vehicles</p> <p>II. Neighborhood Data</p> <p>A. Proximity to police, hospital and/or fire stations</p> <p>B. Proximity to banks and/or telecommunications service provider</p> <p>III. Venue</p> <p>A. Functionality of conference or meeting room</p> <p>1. Classroom/round table set-up for 16 participants</p> <p>2. Amenities include:</p> <p>a. Airconditioned rooms</p> <p>b. Free and steady wifi connection</p> <p>c. Waived electricity charges for use of laptops</p> <p>d. Audible and operational sound system</p> <p>e. Area can accommodate 16 participants with social distancing</p>			

			<p>B. Room requirement (for 16 participants)</p> <ul style="list-style-type: none"> - 2 rooms single occupancy, airconditioned - 7 rooms airconditioned (twin sharing, separate beds) - Free use of towel and toiletries <p>C. Facilities</p> <ol style="list-style-type: none"> 1. Continuous water supply and accessible comfort rooms 2. Accessible emergency exit and alarm, standby fire extinguisher or automatic sprinkler 3. Available telephone and/or internet connection within the premises <p>D. Catering Services</p> <ol style="list-style-type: none"> 1. Location must be inside the main function room or outside of but near the main function room 2. Meals for at 16 participants on 29-31 August 2023 composed of the following: <ol style="list-style-type: none"> a. Two (2) breakfast b. Two (2) A.M. Snack c. Two (2) lunch d. Two (2) P.M. Snack e. Two (2) dinner f. Drinks (at least one round of soda/juice/iced tea for every meal and every snack) g. Provision of free-flowing drinking water and coffee (preferably brewed) and tea for every meal and every snack <p>E. Other requirements</p> <ol style="list-style-type: none"> 1. Provision for janitorial and maintenance services 2. Adequate security service (24/7) 3. Passing rate for the rating factor is Ninety percent (90%.) <p>Approved budget: Php115,000.00</p>			
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DARLENE B. CARDENAS
Procurement Officer
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Email: ppms.proc1@set.gov.ph
set.ppms.ps@gmail.com

(Signature over Printed Name)
Supplier

SENATE ELECTORAL TRIBUNAL

SEMINAR - WORKSHOP ON ADVANCE GENDER SENSITIVITY TRAINING WITH
HARMONIZED GENDER AND DEVELOPMENT GUIDELINES

Table Rating Factors for Lease of Venue / Accommodation

RATING FACTORS		WEIGHT (%)	RATING
I.	Availability	100	
II.	Location and Site Condition		
	1. Accessibility	(50)	
	2. Parking Space	(50)	
		100	
III.	Neighborhood		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Hospital or health clinics	(25)	
		100	
IV.	Venue		
	1. Structural Condition	(20)	
	2. Functionality		
	a. Conference rooms	(10)	
	Classroom set-up for at least 16 persons		
	b. Room arrangement (e.g. Single, double, etc)	(5)	
	at least 2 rooms single occupancy; twin		
	sharing rooms (separate beds) for 14 persons;		
	free use of towel and toiletries		
	c. Light, ventilation and air conditioning	(5)	
	d. Space requirements	(5)	
	3. Facilities		
	a. Water supply and toilet	(5)	
	b. Lighting System	(5)	
	c. Fire escapes	(5)	
	d. Fire fighting equipment	(5)	
	e. Free internet and telecommunications	(5)	
	f. Audio visual equipment and sound system	(5)	
	4. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	5. Client's Satisfactory Rating	(10)	
		100	
I.	Availability	X (.5) =	
II.	Location and Site Condition	X (.1) =	
III.	Neighborhood Data	X (.05) =	
IV.	Venue	X (.35) =	
FACTOR VALUE			

Passing Rate 90%