



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 SECRETARIAT GAD PLANNING AND BUDGETING FOR FY 2023 GAD CAPACITY BUILDING WORKSHOP 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 SECRETARIAT
GAD PLANNING AND BUDGETING FOR FY 2023 GAD
CAPACITY BUILDING WORKSHOP

Quotation Validity : at least thirty (30) calendar days

Delivery Schedule : 23 November 2023

Terms of Payment : 15 to 30 calendar days upon submission of
complete supporting documents

Approved Budget : Ninety-Eight Thousand Pesos (Php98,000.00), 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/Number, and price quotation (Annex "A") not later than **November 9, 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,

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

SENATE ELECTORAL TRIBUNAL

Annex A


RFQ No.: 2023-11-222 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 Secretariat GAD Planning and Budgeting for FY 2023 and GAD Capacity Building Workshop</p> <p>Duration: 23 November 2023 1 Day Activity</p> <p>I. Location:</p> <p>A. Within the Province of Rizal</p> <p>B. Free parking space reserved within or near venue for at least five (5) 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 63 participants</p> <p>2. Amenities include:</p> <p>a. Free and steady wifi connection</p> <p>b. Waived electricity charges for use of laptops</p> <p>c. Audible and operational sound system</p> <p>d. Area should accommodate 63 participants with social distancing</p>			

			<p>B. Facilities</p> <ol style="list-style-type: none">1. Continuous water supply and accessible comfort rooms2. Accessible emergency exit and alarm, standby fire extinguisher or automatic sprinkler3. Available telephone and/or internet connection within the premises <p>C. Catering Services</p> <ol style="list-style-type: none">1. Location must be inside the main function room or outside but near the main function room2. Meals for 63 participants on 23 November 2023 composed of the following:<ol style="list-style-type: none">a. AM Snacksb. Lunchc. PM Snacksd. Drinks (at least one round of soda/juice/iced tea for the lunch and every snack)e. Provision of free-flowing drinking water and coffee (preferably brewed) and tea for the lunch and every snack <p>D. Other requirements</p> <ol style="list-style-type: none">1. Provision of janitorial and maintenance services2. Adequate security service3. Passing rate for the rating factor is Ninety Percent (90%) <p>Approved budget: Php98,000.00</p>			
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DARLENE B. CARDENAS
Procurement Officer
Mobile Landline: 8-463-1113
Email: ppms.proc1@set.gov.ph
set.ppms.ps@gmail.com

(Signature over Printed Name)
Supplier

SENATE ELECTORAL TRIBUNAL

SEMINAR - WORKSHOP ON GAD PLANNING AND BUDGETING AND CAPACITY BUILDING FOR SECRETARIAT PERSONNEL

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	(15)	
	Classroom set-up for at least 16 persons		
	b. Light, ventilation and air conditioning	(5)	
	c. 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%