



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 FULL BOARD MEALS FOR THE 2023 CULTURAL AND EDUCATIONAL ACTIVITY 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 FULL BOARD MEALS FOR THE 2023 CULTURAL AND EDUCATIONAL ACTIVITY

Quotation Validity : at least thirty (30) calendar days

Delivery Schedule : 15-16 November 2023

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

Approved Budget : Three Hundred Ninety Thousand Pesos (Php390,000.00), 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 **October 31, 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,

A handwritten signature in black ink, appearing to be "E. Francisco-Anunciacion".

For :

ATTY. ELEANOR S. FRANCISCO-ANUNCIACION

Deputy Secretary of the Tribunal
Chairperson, Bids and Awards Committee

SENATE ELECTORAL TRIBUNAL

Annex A

RFQ No.: 2023-10-219 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 Full Board Meals for the 2023 Cultural and Educational Activity</p> <p>Duration: 15-16 November 2023; 2 days and 1 night</p> <p>Location: within the province of Pampanga</p> <p>Neighborhood data</p> <ol style="list-style-type: none">Secure perimeterMust have sanitation and health condition license/ permitAccessible to hospital, police and fire stationAccess to open space for outdoor activities <p>Venue</p> <p>A. Functionality of conference or meeting room</p> <ol style="list-style-type: none">To follow set-up provided by SETAmenities include:<ol style="list-style-type: none">Free and steady wifi connectionAudible and operational sound systemArea should be able to accommodate 63 participants with social distancingRoom and villa requirements for 63 participants<ol style="list-style-type: none">At least 2 rooms on single occupancyAt least 6 villas with rooms for group occupancy			

			<ul style="list-style-type: none">c. Villas must be spacious enough for meetingsd. Provision of towel and free toiletriese. Complimentary drinking water <p>B. Facilities</p> <ul 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 of the building <p>Other requirements</p> <ul style="list-style-type: none">1. Provision for janitorial and maintenance services2. Adequate security service (24/7)3. With first-aid trained staff on duty <p>Catering Services</p> <ul style="list-style-type: none">1. Location must be within the conference room/function hall2. Meals for 63 participants on 15-16 November 2023 composed of the following:<ul style="list-style-type: none">a. One Breakfastb. One AM Snackc. One Lunchd. Two PM Snackse. One Dinnerf. Drinks (at least one round of soda/juice/ iced tea for every meal and every snack)g. Provision for free-flowing drinking water and coffee3. To provide a demonstration on food preparation of a Pampanga dish on November 15, 2023 <p>Passing rate for the Rating Factor is 80%</p> <p>Approved budget: Php390,000.00</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
2023 CULTURAL AND EDUCATIONAL ACTIVITY

Table of Rating Factors for Lease of Venue

	RATING FACTORS	WEIGHT (%)	RATING
I	Availability	100	
II	Location and Site Condition		
	Accessibility	50	
	Parking space	50	
III	Neighborhood Data		
	Sanitation and Health Condition	40	
	Security	20	
	Police, fire station and hospital	10	
	Restaurant/Convenience Stores	5	
	Access to Open Space for Outdoor Activity	25	
IV	Venue		
	Structural Condition	5	
	Functionality		
	a. Activity area	10	
	b. Room arrangement (room and villa)	15	
	Facilities		
	a. Water supply and toilet	5	
	b. Lighting system	5	
	c. Audio-visual equipment and sound system	5	
	d. Internet and telecommunications	5	
	e. Access for PWD and senior citizens	5	
	Full Board Meals	15	
	Other Requirements		
	a. Maintenance	5	
	b. Attractiveness	10	
	c. Security and first aid staff on duty	5	
	Client's Satisfactory Rating	10	
I	Availability	x (0.40) =	
II	Location and Site Condition	x (0.10) =	
III	Neighborhood Data	x (0.10) =	
IV	Venue	x (0.40) =	
	FACTOR VALUE		

Passing Rate : 80%