



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 69TH SET ANNIVERSARY CELEBRATION 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 69TH SET ANNIVERSARY CELEBRATION

Quotation Validity : at least thirty (30) calendar days


Delivery Schedule : 25 April 2024

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

Approved Budget : One Hundred Ten Thousand Pesos (Php110,000.00), 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, Income/Business Tax Return, and price quotation (Annex "A") not later than **April 2, 2024, at 9:00 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 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.: 2024-03-069 NP-LV

Date :

Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact Number: _____
 Company 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 69th SET Anniversary Celebration</p> <p>Date: 25 April 2024; 1 day activity; 64 pax</p> <p>I. Location</p> <ol style="list-style-type: none"> 1. Within the Province of Bulacan 2. With secure and free parking space for 3 units of Vans and 2 units of Mini Bus within or near the venue <p>II. Neighborhood Data</p> <ol style="list-style-type: none"> 1. Clean surroundings free from pollutants 2. Secure perimeter 3. Proximity to police, hospital, and fire station 4. Proximity to food establishments or convenience stores <p>III. Venue</p> <p>A. Functionality of Activity Area</p> <ol style="list-style-type: none"> 1. Multi-purpose hall that can accommodate at least 64 participants 2. Sufficient Activity Area for lecture and demonstration 3. Ample light and ventilation <p>B. Facilities</p> <ol style="list-style-type: none"> 1. Continuous water supply and accessible restrooms 2. Well-lighted function and common areas 3. With accessible designated emergency evacuation area 4. Available phone signal and internet connectivity 5. Easy access for PWD and Elderly (ramps & railings) 			

		<p>C. Dining</p> <ol style="list-style-type: none"> 1. Location must be within the area 2. Provision of AM Snacks (with drinks); Lunch [3 viands (chicken, fish and vegetables), rice, dessert and drinks]; PM Snacks (with drinks); and unlimited clean drinking water <p>D. Other Requirements</p> <ol style="list-style-type: none"> 1. Provision of Gardening/ Vegetable Planting Activity <ol style="list-style-type: none"> a. Inclusive of seedlings/ young plants, working tools, gloves and other necessary materials b. Facilitators/Demo Guides 2. Provision of Community-based/Agro Enterprise Demo for at least 1 kind of trade/enterprise 3. Inclusion of Farm Tour 4. Must be an accredited DOT- Farm Tourism Site 5. Must be a Dept. of Agriculture - Agricultural Training Certified Service Provider/TESDA Accredited Training Center 6. Provision of Security and Utility services <p>Passing rate for the rating factors is 85%</p> <p>Approved budget: ₱110,000.00</p>			
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DARLENE B. CARDENAS
Procurement Officer
Mobile Landline: 8-463-1113
Email: set.ppms.ps@gmail.com

(Signature over Printed Name)

(Position / Designation)