



REQUEST FOR QUOTATION / PROPOSAL

CIAP-F-PRO-003 || Rev. 1 || 24/02/2022

Provision of Food, Accommodation and Venue for the 2023 CIAP Planning Workshop

P.R. No./Date: **23-03015 | 14 March 2023**

RFQ/P No. / Date: **2023-03-015 | 28 March 2023**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- 1 **Mayor's/Business Permit**
- 2 **PhilGEPS Registration Number**
- 3 **Latest Income/Business Tax Return**
- 4 **Signed Terms of Reference or Technical Specifications, if applicable**
- 5 **BIR Certificate of Registration (BIR Form No. 2303)**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac_ciap@construction.gov.ph/russellracelis@construction.gov.ph on or before 30 March 2023, 10:00 AM, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____.

Very truly yours,

(ORIGINAL Copy Signed)

Russell N. Racelis

Secretariat, Bids and Awards Committee

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City

Telephone: (+632)8986-4507 / 0917-855-7198 | e-mail: bac_ciap@construction.gov.ph

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	1	250,000.00	Provision of Food, Accommodation and Venue for the 2023 CIAP Planning Workshop			
2						
3						
4						
5						
Total ABC		₱ 250,000.00				
Delivery and Other Instructions:			Immediate			

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____

TERMS OF REFERENCE

LEASE OF VENUE INCLUDING FOOD AND ACCOMODATION FOR THE 2023 CIAP PLANNING WORKSHOP

I. RATIONALE

The Construction Industry Authority of the Philippines (CIAP) is mandated to promote, accelerate and regulate the growth and development of the construction industry in conformity with national goals. Together with the Department of Trade and Industry (DTI) and in partnership with the Philippine Constructor's Association (PCA), Inc., CIAP launched the Action Plans of the Philippine Construction Industry Roadmap 2020-2030. As such, CIAP endeavors to continue to improve and strengthen its strategic plan and targets to fulfill its function.

In 2021, to ensure the effective and efficient implementation of the Philippine Construction Roadmap 2020-2030, CIAP aligned its strategic objectives, measures, and targets for 2022, 2025, and 2028. The implementing boards, likewise, incorporated the same in their respective programs, activities, and projects (PAPs). The necessity to review these strategic measures and set targets for 2023 and 2024, however, is in order.

Relative thereto, a pre-planning workshop and a follow-up strategic planning session will be held, respectively, on 3-4 April 2023 at ITG Conference Room, DTI International, Makati City and on 13-14 April 2023 in Batangas or within its nearby areas.

II. PARTICIPANTS

Fifty (50) officials and staff are the Executive Directors and senior staffs (Senior Trade and Industry Development Specialist and above) of CIAP. DTI Undersecretary Ireneo V. Vizmonte as the CIAP Alternate Chairman will also participate in the planning session to set the directions of the agency for the year 2023.

III. SPECIFICATIONS

A venue with the following technical specifications taking into consideration the rating factors under Annex "H" of the Revised Implementing Rules and Regulations of R.A. No. 9184 for Lease of Venue:

- A. **AVAILABILITY.** Venue must be available on the proposed schedule 13-14 April 2023, or on another schedule set by the end-user.
- B. **LOCATION AND SITE CONDITION**
 1. **Accessibility.** Located within **Batangas Province**
 2. **Parking Space.** Provision of parking space for at least five (5) vehicles.
 3. **Permits.** Establishment must possess all necessary accreditations and permits required by the national and local government.



CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

An Attached Agency of the Department of Trade and Industry
5/F Executive Building Center 369 Sen. Gil J. Puyat Ave. cor. Makati Ave Makati City, Philippines
Website: construction.gov.ph
Email address: ciap@construction.gov.ph
Telephone Number: + (632) 8895-6826 or 8895-4424 or 8897-9336

C. NEIGHBORHOOD DATA

1. Must have **sanitation and health condition license/permit**
2. Accessible to police and fire stations, restaurants, banking and/or postal services

D. VENUE

1. **Structural Condition.** Must be in a good and well-maintained building facility.

2. **Functionality**

- i. **Function Room / Conference Room.** One (1) Air-conditioned conference/function room. Can accommodate fifty (50) participants (banquet type arrangement) with the following specifications and/or requirements:

Room availability:

- **13 April 2023 from 10:00AM to 5:00 PM**
- **14 April from 8:00 AM to 12:00 Noon**

Provision of the following:

- Sound/audio system with at least two (2) microphones
- LCD projector
- High-speed internet connection
- Whiteboard with markers and eraser
- Not listed as Quarantine Facility by the Department of Health or Bureau of Quarantine

- ii. **Light, ventilation and air condition.** With good lighting and well-ventilated function/conference room and room accommodation.

- iii. **Space requirements.** Conference room than can **fifty (50) persons** (banquet type arrangement).

- iv. **Facilities.** Well maintained building/facilities such as: water supply and with access to bathroom facilities; lighting system; fire escapes; firefighting equipment; Internet and telecommunications; audio visual equipment and microphone requirements.

v. **Other requirements.**

- **Maintenance.** As stated above.
- **Attractiveness/Cleanliness.** With pleasing/appealing view and resort/building facilities
- **Security.** With visible security personnel
- Not listed as Quarantine Facility by the Department of Health or Bureau of Quarantine

E. Room Accommodation

1. **Structural condition.** The rooms must be in well-maintained building facilities.

2. **Functionality**

- i. Minimum of two (2) and maximum of six (6) persons per room
 - Available on 13-14 April 2023
 - With private bathroom for each room
 - With free drinking water/bottled water for each person in the room

- Air-conditioned rooms

Check-in Date	13 April 2023 10:00 AM or until 2:00 PM	Use of facilities before check-in time
Check-out Date	14 April 2023 11:00 AM or until 12:00 Noon	

F. Food

a. The following requirements shall be provided

- Free-flowing coffee and tea, with provision for water station, throughout the function room.
- Meal for 50 pax. Breakfast, AM snacks, lunch, PM snacks, and dinner

13 April 2023: Lunch, PM snack, and dinner

14 April 2023: Breakfast, AM Snack, Lunch

- Drinks: One round of juice drink during breakfast, lunch, dinner, and snacks
- Provision of mints/candies
- Must comply with the existing IATF Guidelines on dine-in services of food preparation establishments

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Two Hundred Fifty Thousand (PhP 250,000.00)**, inclusive of all applicable government taxes and service charges. In case of additional participants, cost per participant will be charged accordingly.

V. MODE OF PROCUREMENT

The procurement shall be undertaken through Negotiated Procurement – Lease of Real Property and Venue pursuant to R.A. No. 9184 and its 2016 revised Implementing Rules and Regulations (IRR).

VI. EVALUATION AND SELECTION CRITERIA (RATING SCHEME)

Bid proposals shall be evaluated following the criteria prescribed under Annex "H" of the Revised Implementing Rules and Regulations of R.A. No. 9184. In addition, the service provider should attach to its bid proposal a filled-out Bidder's Statement of Compliance (Annex A) of this document.

VII. PAYMENT SCHEME

Full payment of the contract shall be paid within thirty (30) days after the receipt of the billing statement with breakdown of applicable taxes and other charges by the Service Provider, and issuance of Certificate of Satisfactory Services Rendered by the end-user.

If the Service Provider has no Landbank of the Philippines account, payment shall be released and collected within the CIAP premises.

VIII. LIQUIDATED DAMAGES

If the service provider fails to deliver any or all of the goods and/or to perform the services within the period specified in this Terms of Reference, the Procuring Entity shall, without prejudice to its remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of every day of delay. Pursuant to Section 68 of R.A. No. 9184, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

IX. DISPUTE RESOLUTION AGREEMENT/RESOLUTION

1. Should there be any dispute related to the contract and/or rights of the parties, the same shall be submitted to mutual consultation, mediation and arbitration, in order of application. The venue of proceedings shall be in Makati City.
2. In case of a court suit, the venue shall be courts of competent jurisdiction in Makati City, to the exclusion of all other courts.
3. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the parties.

Prepared by:



DARCY LAE S. AGUILAR
TIDS, PPCMD

Reviewed by:



AIIZA FIEL A. ARCENAL
Chief, PPCMS

Approved by:



DORIS U. GACHO
CIAP Executive Director-in-Charge

CONFORME:

This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all of the requirements and deliverables needed for the LEASE OF VENUE INCLUDING FOOD AND ACCOMODATION FOR THE 2023 CIAP PLANNING WORKSHOP

Name and Signature of Authorized Representative of the Contractor

PhilGEPS Registration Number

Tax Identification Number

Date

ANNEX A. STATEMENT OF BIDDER'S COMPLIANCE

Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" on the requirements enumerated below.

Particulars	Name of Venue for 13-14 April 2023	
	Compliance	Remarks
I. Availability		
<ul style="list-style-type: none"> Venue must be available on 13-14 April 2023 		
II. Location and Site Condition		
<ul style="list-style-type: none"> Located within Batangas Province Provision of parking space for at least 5 vehicles 		
III. Neighborhood Data		
<ul style="list-style-type: none"> Must have sanitation and health condition license/permit Accessible to police and fire stations, restaurants, banking and/or postal services 		
IV. Venue		
<ul style="list-style-type: none"> Must be in a good and well-maintained building facilities Not listed as Quarantine Facility DOH or BoQ <ul style="list-style-type: none"> Function/Conference Room. One (1) Air-conditioned conference/function room. Can accommodate fifty (50) persons (banquet type arrangement) with the following specifications and/or requirements <p>Room availability:</p> <ul style="list-style-type: none"> 13 April 2023 from 10:00AM to 5:00 PM 14 April from 8:00 AM to 12:00 Noon <p>Provision of the following:</p> <ul style="list-style-type: none"> Sound/audio system with at least two (2) microphones LCD projector Whiteboard with markers and eraser High-speed internet connection <ul style="list-style-type: none"> With good lighting and well-ventilated function/conference room and room accommodation. Conference room than can fifty (50) persons (classroom type arrangement). Well maintained building/facilities such as: water supply and with access to bathroom facilities; lighting system; fire escapes; firefighting 		

Particulars	Name of Venue for 13-14 April 2023	
	Compliance	Remarks
equipment; Internet and telecommunications; audio visual equipment and microphone requirements. <ul style="list-style-type: none"> Other requirements: <ul style="list-style-type: none"> Maintenance. As stated above. Attractiveness/Cleanliness. With pleasing/appealing view and resort/building facilities Security. With visible security personnel 		
V. Room accommodation		
<ul style="list-style-type: none"> Minimum of two (2) and maximum of six (6) persons per room with separate beds each. Available on 13-14 April 2023 With private bathroom for each room With free drinking water/bottled water for each person in the room Air-conditioned rooms Check-in: 13 April 2023 10:00 AM or until 2:00 PM Check-out: 14 April 2023 11:00 AM or until 1:00 PM 		
VI. Food		
<ul style="list-style-type: none"> Free-flowing coffee and tea, with provision for water station, throughout the function room. Meal for 50 pax. Breakfast, AM snacks, lunch, PM snacks, and dinner <ul style="list-style-type: none"> 13 April 2023: Lunch, PM snack, and dinner 14 April 2023: Breakfast, AM Snack, Lunch Drinks: One round of juice drink during breakfast, lunch, dinner, and snacks Provision of mints/candies Must comply with the existing IATF Guidelines on dine-in services of food preparation establishments 		
VII. Payment Scheme		
<p>Full payment of the contract shall be paid within thirty (30) days after the receipt of the billing statement by the Service Provider, and issuance of Certificate of Satisfactory Services Rendered by the end-user.</p> <p>If the Service Provider has no LandBank of the Philippines account, payment shall be released and collected within the CIAP premises.</p>		

Particulars	Name of Venue for 13-14 April 2023	
	Compliance	Remarks
FINANCIAL PROPOSAL		
The Approved Budget for the Contract (ABC) is Two Hundred Fifty Thousand (PhP 250,000.00) , inclusive of all applicable government taxes and service charges.		
Estimated Amount Per Pax Per Day PhP _____		
TOTAL BID PROPOSAL	PhP _____	