



## REQUEST FOR QUOTATION / PROPOSAL

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

### Provision of Food and Lease of Venue for the PODCB and DTI-FIDIC MOU Signing Ceremony

P.R. No./Date: **23-08040 | 05 September 2023**

RFQ/P No. / Date: **2023-09-053 | 05 September 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 **BIR Certificate of Registration (BIR Form No. 2303)**
- 4 **Signed Terms of Reference or Technical Specifications, if applicable**

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 11 September 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 Lot	275,000.00	Provision of Food and Lease of Venue for the PODCB and DTI-FIDIC MOU Signing Ceremony <i>(Please see attached Technical Specifications)</i>			
<b>Total ABC</b>		<b>₱ 275,000.00</b>				
<b>Delivery and Other Instructions:</b>			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

### Procurement of Meals and Rental of Venue for the DTI – FIDIC Memorandum of Understanding Signing Ceremony of Philippine Overseas and Domestic Construction Board - Construction Industry Authority of the Philippines

#### I. Background and Rationale

The Philippine Overseas and Domestic Construction Board (“**PODCB**”) of the Construction Industry Authority of the Philippines (“**CIAP**”) promotes the interest of the Philippine construction industry in overseas markets to increase and sustain the export of Philippine-made construction materials and equipment, and technical, managerial, and highly professional construction services.

Under the Globalization pillar of the Philippine Construction Industry Roadmap 2020- 2030, the POCB drives and monitors the implementation of the Roadmap Action Plan on Construction Services, Exports, and Outsourcing Plan advocating the government’s support for construction firms to strategically plan, build, and scale capabilities for providing engineering, procurement, and construction (EPC) services. This includes educating and capacitating industry stakeholders on internationally accepted standard contracts e.g., the International Federation of Consulting Engineers (FIDIC) contracts, contract drafting, management and administration, and developing negotiation skills for global competitiveness and increased viability to undertake overseas projects.

Meanwhile, FIDIC is partnering with key industry players in promoting the FIDIC forms of contract and in educating stakeholders on how contract provisions affect the efficient implementation of construction projects, especially big-ticket projects, and how to avoid and resolve disputes. With all these advocacies and goals aligned with the construction industry’s goals of developing the capacity of local industry players, the PODCB proposes to ratify the partnership with FIDIC through an MOU. The MOU aims to familiarize and train constituents on FIDIC contracts which are the most widely used form of contract around the world.

#### II. Participants

The event will be attended by **60 persons** from Philippine Overseas and Domestic Construction Board (PODCB), FIDIC, Department of Trade and Industry (DTI), Department of Public Works and Highways (DPWH), Department of Transportation (DOTr) and the DTI Press Corps.

#### 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 September 15, 2023, or on another schedule set by the end-user.
- B. **Location and Site Condition**
  - a. **Accessibility.** Located within **Makati City**.
  - b. **Parking Space.** Provision of parking space at least ten percent (10%) from the guaranteed guests.
  - c. **Permits.** Establishment must possess all necessary accreditations and permits required by the national and local government.
- C. **Neighborhood Data**
  - a. Must have **sanitation and health condition license/permit**

- b. Accessible to police and fire stations, restaurants, banking and/or postal services

**D. Venue**

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

b. **Functionality**

- i. **Space Requirement.** Conference / function room that can accommodate at least **50 persons** (round table-type arrangement) with social distancing in accordance with COVID-19 safety and health protocols.

- ii. **Function Room / Conference Room.** One (1) Air-conditioned conference/function room. Can accommodate at least 50 persons (round table-type arrangement) with the following specifications and/or requirements:

Room availability:

- **Event Proper: 15 September 2023 from 9:00 AM to 1:00 PM**
  - **Ingress and Technical Dry Run\*: 15 September 2023 from 7:30 AM – 9:00 AM**
- \*Free of charge (Ingress / Egress)**

Provision of the following:

- Sound/audio system with at least two (2) microphones
- LCD projector and screen
- High-speed internet connection
- Notepad and pencils

- iii. **Light, ventilation and air conditioning.** With good lighting and well-ventilated function/conference room.

- 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. Food**

a. **The following requirements shall be provided:**

- Free-flowing coffee and tea, with provision for water station, throughout the conference / function room.
- AM Snacks for 50 pax
- Buffet lunch for 60 pax
- 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 **PhP 275,000.00** inclusive of all applicable government taxes and service charges.

#### 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

The agreed payment scheme with the Service Provider is Send Bill Agreement. If the Service Provider has no Landbank of the Philippines account, payment shall be released through Modified Disbursement Scheme (MDS) Check.

#### VIII. Liquidated Damages

If the service provider fails to delivery 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.

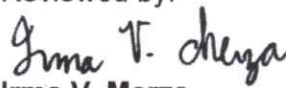
#### IX. Dispute Resolution Agreement/Resolution

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.

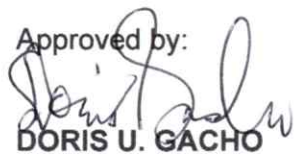
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