



REQUEST FOR QUOTATION / PROPOSAL

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

Provision of Food and Lease of Venue for the 4th MACE Program on 07 December 2023

P.R. No./Date: **23-11063 | 15 November 2023**

RFQ/P No. / Date: **2023-11-071 | 17 November 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 22 November 2023, 12:00 NN, 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	₱ 450,000.00	Provision of Food and Lease of Venue for the 4th MACE Program on 07 December 2023			
			(see attached technical specifications)			
Total ABC		₱ 450,000.00				
Delivery and Other Instructions:			Conduct of Activity on 07 December 2023			

*(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

Provision of Food and Venue for the 4th Mediators and Arbitrators Continuing Education (MACE) Program of the Construction Industry Arbitration Commission of the Construction Industry Authority of the Philippines

I. Background and Rationale

The Construction Industry Arbitration Commission (“CIAC”) of the Construction Industry Authority of the Philippines (“CIAP”) regularly conducts its Mediators and Arbitrators Continuing Education (MACE) Program in order to continuously upskill the Commissioners, Arbitrators, Mediators, and as well as the CIAC technical staff.

II. Participants

The said activity will gather **one hundred (100) persons**: CIAC-Accredited Arbitrators and Mediators, the Commissioners, and the CIAC and PICAM staff.

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:

- I. **Availability.** Venue must be available on the proposed schedule on December 7, 2023, or on another schedule set by the end-user.
- II. **Location and Site Condition**
 - a. **Accessibility.** Located within **Makati City, Philippines.**
 - b. **Parking Space.** Provision of parking space for at least ten percent (10%) of the guaranteed guests.
 - c. **Permits.** Establishment must possess all necessary accreditations and permits required by the national and local government.
- III. **Neighborhood Data**
 - a. Must have **sanitation and health condition license/permit**
 - b. Accessible to police and fire stations, restaurants, banking and/or postal services
- IV. **Venue**
 - a. **Structural Condition.** Must be in a good and well-maintained building facility.
 - b. **Functionality**

- i. **Function Room / Conference Room.** One (1) Air-conditioned conference/function room. Can accommodate one hundred (100) persons (classroom type or round table arrangement) with the following specifications and/or requirements:

Room availability:

- **07 December 2023** whole day / **8:00AM to 5:00 PM**

Provision of the following:

- Sound/audio system with microphones

- LCD projector and screen
 - Registration Table Set-up
 - Complimentary WiFi access for all guests
 - Whiteboard and markers
 - Stationaries/papers and pens
- ii. **Light, ventilation and air condition.** With good lighting and well-ventilated function/conference room.
- iii. **Space requirements.** Conference room that can accommodate **one hundred (100) persons** (classroom type or round table-type arrangement) with social distancing in accordance with COVID-19 safety and health protocols.
- 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.**
- **No minimum consumable.**
 - **Maintenance.** As stated above.
 - **Attractiveness/Cleanliness.** With pleasing/appealing view and clean conference room.
 - **Security.** With visible security personnel
 - Not listed as Quarantine Facility by the Department of Health or Bureau of Quarantine

V. Food

a. The following requirements shall be provided:

- Free-flowing coffee and tea, with provision for water station, throughout the function room.
- Meal for 100 pax. AM snacks, Buffet lunch, PM snacks.
- Drinks: One (1) round of iced tea during lunch
- 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 **Four Hundred Fifty Thousand Pesos (PhP 450,000.00)**, 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.

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.

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 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.

Prepared by:


KIM JULIENNE A. BAUTISTA
Trade-Industry Development Specialist

Approved by:


DELIA B. BILLED0-PERLADA
CIAC Officer-in-Charge &
Division Chief, Arbitration, Mediation and Conciliation Division

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 Provision of Food, Venue and Accommodation for the Planning Session, Team-Building, and ISO QMS Writeshop of the Administrative, Financial and Management Division of the Construction Industry Authority of the Philippines

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 07 December 2023	
	Compliance	Remarks
I. Availability		
<ul style="list-style-type: none"> Venue must be available on 07 December 2023 		
II. Location and Site Condition		
<ul style="list-style-type: none"> Located within Makati City, Philippines Provision if parking space for at least ten percent (10%) of the guaranteed guests 		
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 eighty (100) persons (classroom type or round table-type arrangement) with the following specifications and/or requirements <p>Room availability: 07 December 2023</p> <p>Provision of the following:</p> <ul style="list-style-type: none"> Sound/audio system with microphones LCD projector and screen Registration Table Set-up High-speed internet connection / WiFi access Whiteboard and markers Stationaries/papers and pens <ul style="list-style-type: none"> With good lighting and well-ventilated function/conference room. Conference room than can accommodate one hundred (100) persons (classroom type or round table-type arrangement) with social distancing in accordance with COVID-19 safety and health protocols. 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. Other requirements: <ul style="list-style-type: none"> No minimum consumable. Maintenance. As stated above. 		

Particulars	Name of Venue for 07 December 2023	
	Compliance	Remarks
<ul style="list-style-type: none"> • Attractiveness/Cleanliness. With pleasing/appealing view and clean conference room. • Security. With visible security personnel 		
V. Food		
<ul style="list-style-type: none"> • Free-flowing brewed coffee and tea, with provision for water station, throughout the function room. • Meal for 100 pax. AM snacks, Buffet lunch, PM snacks • Drinks: One (1) round of iced tea during lunch • Must comply with the existing IATF Guidelines on dine-in services of food preparation establishments 		
VI. Payment Scheme		
<p>The agreed payment scheme with the Service Provider is Send Bill Agreement.</p> <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>		
FINANCIAL PROPOSAL		
The Approved Budget for the Contract (ABC) is Four Hundred Fifty Thousand Pesos (PhP450,000.00), inclusive of all applicable government taxes and service charges.		
Estimated Amount Per Pax Per Day PhP 4,500.00		
TOTAL BID PROPOSAL	PhP _____	