



# REQUEST FOR QUOTATION / PROPOSAL

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

Provision of Venue including Food and Accommodation for the Agency-wide Planning Session of the Construction Industry Authority of the Philippines on February 29 - March 1, 2024

P.R. No./Date: **24-02015 | 20 February 2024**

RFQ/P No. / Date: **2024-02-015 | 20 February 2024**

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 23 February 2024, 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	₱ 250,000.00	Provision of Venue including Food and Accommodation for the Agency-wide Planning Session of the Construction Industry Authority of the Philippines on February 29 - March 1, 2024			
<b>Total ABC</b>		<b>₱ 250,000.00</b>				
<b>Delivery and Other Instructions:</b>			29 February to 01 March 2024			

*(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, Venue and Accommodation for the Agency-wide Planning Session of the Construction Industry Authority of the Philippines

#### I. Background and Rationale

With its primary mandate of promoting, regulating, and accelerating the development of the domestic construction industry, the Construction Industry Authority of the Philippines (CIAP), an attached agency of the Department of Trade and Industry (DTI), is currently assessing and recalibrating its strategic directions to align with national economic development priorities, the DTI's Industrialization Policy, and the vision set forth in the Philippine Construction Industry Roadmap (PCIR) 2020 - 2030.

This initiative involves the recalibration of the agency's strategy map which will serve as a guide in the achievement of its long-term vision and objectives; the alignment of the agency's activities with the economic development priorities of the national government and its mother agency, the DTI; and the re-assessment and re-affirmation of existing commitments to collectively pursue the overall vision of accelerating and sustaining the competitiveness of the Philippine construction industry.

Through a comprehensive and inclusive strategic planning approach, the CIAP seeks to ensure that the fundamental goals and the directions of its Implementing Boards (Philippine Contractors Accreditation Board, Philippine Overseas Construction Board, Philippine Domestic Construction Board, Construction Manpower Development Foundation, Construction Industry Arbitration Commission) and the CIAP Executive Office are all headed towards the same direction.

#### II. Participants

The said activity will gather **FORTY-FIVE (45) persons** from the CIAP.

#### 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 February 29 to March 1, 2024, or on another schedule set by the end-user.
- II. **Location and Site Condition**
  - a. **Accessibility.** Located within **Tagaytay, Cavite**
  - b. **Parking Space.** Provision of parking space for at least five (5) vehicles.
  - 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 forty-five (45) persons (classroom / round table type arrangement) with the following specifications and/or requirements:

Function Room availability:

- **29 February 2024** whole day with fellowship / **8:00 AM to 10:00 PM**
- **01 March 2024** whole day / **8:00 AM to 5:00 PM**

Provision of the following:

- Sound/audio system with at least two (2) wireless microphones
  - LCD projector and widescreen
  - Notepad and pencils
  - Whiteboard and marker
  - High-speed Wi-Fi internet connection
  - 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 can accommodate **forty-five (45) persons** (round / classroom 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.**
    - **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

#### V. Room Accommodation

- a. **Structural condition.** The rooms must be in well-maintained building facilities,
- b. **Functionality**
  - i. Minimum of two (2) and maximum of four (3) persons per room with separate beds each.
    - Available on February 29 to March 1, 2024
    - Number of Rooms for February 29, 2024 (**19 Rooms**)
    - Room accommodation for **forty-four (44) persons**
    - With private bathroom for each room

- With free drinking water/bottled water for each person in the room
- Air-conditioned rooms

Check-in Date	29 February 2024 10:00 AM or until 2:00 PM	Use of facilities before check-in time
Check-out Date	01 March 2024 11:00 AM or until 1:00 PM	

#### VI. Food

##### a. The following requirements shall be provided

- Free-flowing coffee and tea, with provision for water station, throughout the function room.
- Meals for 45 pax. Meals for breakfast, AM snacks, lunch, and PM snacks

**29 February 2024:** AM snacks, Lunch, PM snacks, and Dinner

**01 March 2024:** Breakfast, Lunch

- Drinks: One round of juice drink during breakfast, lunch, dinner, 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.

#### 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 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.

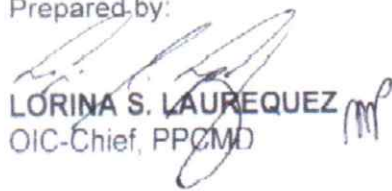
### VIII. Liquidated Damages

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 form 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:

  
**LORINA S. LAUREQUEZ**  
OIC-Chief, PPCMD

Approved by:

  
**ATTY. MARCO C. MAAT**  
Executive Director-in-Charge

Atty.  
Marco C.  
Maat

Digitally signed  
by Atty. Marco  
C. Maat  
Date: 2024.02.20  
17:38:16 +0800'

**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 Agency-wide Planning Session 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 Feb 29 – Mar 1, 2024	
	Compliance	Remarks
<b>I. Availability</b>		
<ul style="list-style-type: none"> <li>Venue must be available on Feb 29 – Mar 1, 2024</li> </ul>		
<b>II. Location and Site Condition</b>		
<ul style="list-style-type: none"> <li>Located within Tagaytay, Cavite</li> <li>Provision for parking space at least 5 vehicles</li> </ul>		
<b>III. Neighborhood Data</b>		
<ul style="list-style-type: none"> <li>Must have sanitation and health condition license/permit</li> <li>Accessible to police and fire stations, restaurants, banking and/or postal services</li> </ul>		
<b>IV. Venue</b>		
<ul style="list-style-type: none"> <li>Must be in a good and well-maintained building facilities</li> <li>Not listed as Quarantine Facility DOH or BoQ               <ul style="list-style-type: none"> <li>Function/Conference Room. One (1) Air-conditioned conference/function room. Can accommodate forty-five (45) persons (round /</li> </ul> </li> </ul>		

Particulars	Name of Venue for Feb 29 – Mar 1, 2024	
	Compliance	Remarks
<p>classroom type arrangement) with the following specifications and/or requirements</p> <p>Room availability:</p> <ul style="list-style-type: none"> <li>• <b>29 February 2024 whole day with fellowship / 8:00 AM to 10:00 PM</b></li> <li>• <b>01 March 2024 whole day / 8:00 AM to 5:00 PM</b></li> </ul> <p>Provision of the following:</p> <ul style="list-style-type: none"> <li>• Sound/audio system with at least two (2) wireless microphones</li> <li>• LCD projector and widescreen</li> <li>• Notepad and pencils</li> <li>• Whiteboard and marker</li> <li>• High-speed Wi-Fi internet connection</li> <li>• Not listed as Quarantine Facility by the Department of Health or Bureau of Quarantine</li> <li>• With good lighting and well-ventilated function/conference room and room accommodation.</li> <li>• Conference room can forty-five (45) persons (round / classroom type arrangement) with social distancing in accordance with COVID-19 safety and health protocols.</li> <li>• 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.</li> <li>• Other requirements: <ul style="list-style-type: none"> <li>• Maintenance. As stated above.</li> <li>• Attractiveness/Cleanliness. With pleasing/appealing view and resort/building facilities</li> <li>• Security. With visible security personnel</li> </ul> </li> </ul>		
<b>V. Room accommodation</b>		
<ul style="list-style-type: none"> <li>• With maximum of three (3) persons per room with separate beds each.</li> <li>• Available on February 29 to March 1, 2024 <ul style="list-style-type: none"> <li>-Day 1: February 29, 2024 (Check-in)</li> <li>-Day 2: March 01, 2024 (Check-out)</li> </ul> </li> <li>• With private bathroom for each room</li> <li>• With free drinking water/bottled water for each person in the room</li> <li>• Air-conditioned rooms</li> <li>• Check-in: 29 February 2024 10:00 AM or until 2:00 PM</li> <li>• Check-out: 01 March 2022 11:00 AM or until 1:00 PM</li> </ul>		

Particulars	Name of Venue for Feb 29 – Mar 1, 2024	
	Compliance	Remarks
<b>VI. Food</b>		
<ul style="list-style-type: none"> <li>• Free-flowing coffee and tea, with provision for water station, throughout the function room.</li> <li>• <b>Menu:</b> Plated dishes served for snacks, lunch and dinner</li> <li>• Meals for 45pax. Meals for breakfast, AM snacks lunch, PM snacks, and dinner               <ul style="list-style-type: none"> <li>• <b>29 February 2024:</b> AM snacks, Lunch, PM snacks, and dinner</li> <li>• <b>01 March 2024:</b> Breakfast, Lunch</li> </ul> </li> <li>• Drinks: One round of juice drink during breakfast, lunch, dinner, and snacks</li> <li>• Provision of mints/candies</li> <li>• Must comply with the existing IATF Guidelines on dine-in services of food preparation establishments</li> </ul>		
<b>VII. Payment Scheme</b>		
<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>		
<b>FINANCIAL PROPOSAL</b>		
The Approved Budget for the Contract (ABC) is <b>Two Hundred Fifty Thousand (PhP 250,000.00)</b> , inclusive of all applicable government taxes and service charges.		
<b>Estimated Amount Per Pax Per Day</b> PhP _____		
<b>TOTAL BID PROPOSAL</b>		PhP _____