



REPUBLIKA NG PILIPINAS  
TANGGAPAN NG PANGULO  
**LUPON SA MGA LARO AT LIBANGAN**  
**(GAMES AND AMUSEMENTS BOARD)**  
Legaspi Towers 200, Paseo de Roxas, Makati City  
Tel. Nos. 812-57-13 \* Fax 816-31-28  
[www.gab.gov.ph](http://www.gab.gov.ph) / [supply@gab.gov.ph](mailto:supply@gab.gov.ph)

## REQUEST FOR QUOTATION

The Games and Amusements Board intends to **Lease of Hotel Accommodation (including foods, function rooms and facilities) for WBC Asian Summit & 3rd Women's World Convention Delegates and Participants.**

The lease of hotel accommodation shall be undertaken in accordance with Section 53.10 of the 2016 Revised Implementing Rules and Regulations (2016 IRR) of Republic Act (RA) No. 9184 otherwise known as the Government Procurement Act.

In this regard, GAB invites all qualified suppliers to submit their proposals not later than October 25, 2018 for all items described under the attached Terms of Reference.

Suppliers shall use the attached Reply Slip Form for the price quotation and submit the same through facsimile or email at the address and contact numbers indicated below.

Contact Persons : **ROSEMARIE RUTH S. JAKOSALEM**  
Telephone Numbers : (02) 812-57-13  
Email address : [supply@gab.gov.ph](mailto:supply@gab.gov.ph)  
Place of submission : Games and Amusements Board  
2<sup>nd</sup> Floor Legaspi Towers 200  
Paseo de Roxas St., Legaspi Village  
Makati City

**(Signed)**  
BAC-Chairman

## TERMS OF REFERENCE

### **Lease of Hotel Accommodation (including foods, function rooms and facilities) for WBC Asian Summit & 3rd Women's World Convention Delegates and Participants**

#### **Scope of Service**

The service provider should be able to provide food, function room and activity facilities, venues and transportation service with the following specifications:

#### *General Requirements:*

1. Price validity shall be for a period of 30 days;
2. Event date: November 16 – 19, 2018
3. Location: Within the area near Philippine International Convention Center (PICC)
4. Guaranteed number of participants: 500 pax
5. Venue should have spacious grounds that can accommodate 500 ++ persons during the activities
6. Free parking space for participants
7. Accommodations, meals and use of facilities and other amenities, in case of additional participants, shall be at the same price or less than the regular participants; and
8. Rates/Quotations should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges.

#### *Specific requirements*

The service provider shall provide venues for various activities during the duration of the event. Rates should be inclusive of 12% VAT and all other. Below are the minimum requirements.

##### **Function Rooms**

Guaranteed air-conditioned function room with required table set-up for a minimum 500 pax with enough space to accommodate group breaks.

With elevated stage

With lighting and audio/PA system

With LCD projector and wide screen

With Free WIFI connection

##### **Meals**

Managed buffet

Proposed menus must be attached to the proposal. Food tasting shall be conducted after contract signing

Actual Menus shall be subject to the approval of the GAB.

**Approved Budget for the Contract**

The ABC is 5,900,000.00 inclusive of 12% VAT and all other applicable taxes and charges (all applicable taxes shall be withheld by the procuring entity)

**Mode of procurement**

The mode shall be Lease of Real Property/Venue as provided under Section 53.10 of the 2016 Revised Implementing Rules and Regulation (2016 RIRR) of Republic Act No. 9184 otherwise known as the Government Procurement Reform Act.

**Evaluation and selection Criteria**

Bid proposals shall be subject to the rating factors for the lease of venue under Appendix C of RIRR of RA 9184. Ocular inspection shall be conducted by representatives from the GAB

**Awarding of Contract**

The bidder with the lowest Calculated Bid/Proposal shall be required to submit and present the following documents:

1. Registration Certificate from SEC for corporation, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration;
2. Business Permit (Mayor's Permit)
3. Business Tax Return;
4. PhilGEPS Registration; and
5. Omnibus Sworn Statement

**Payment Scheme**

Upon perfection of the contract, payment should be 50% down payments and 50 % send bill charge to the agency

Failure to comply with the Terms and Conditions of the Contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 10% of the contract prices by the winning service provider.

## REPLY SLIP

Name of Supplier : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact Information : \_\_\_\_\_  
Business Permit No. : \_\_\_\_\_  
Tax Identification No. : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

After having carefully read and accepted the terms and conditions in the Terms of Reference for the **Lease of Hotel Accommodation (including foods, function rooms and facilities) for WBC Asian Summit & 3rd Women's World Convention Delegates and Participants**. I/We quote you on the items at prices noted below:

Item and Description	Quantity and Unit	Total Cost
<b>Lease of Hotel Accommodation (including foods, function rooms and facilities) for WBC Asian Summit &amp; 3rd Women's World Convention Delegates and Participants</b>  Note: <ul style="list-style-type: none"><li>• Total cost should not exceed ABC of Five Million Pesos (Php5,900,000.00)</li><li>• Total cost is inclusive of 12% VAT and all other applicable taxes and charges</li></ul>	1 lot	

\_\_\_\_\_  
Signature Over Printed Name of  
Supplier/Authorized Representative

Position: \_\_\_\_\_  
Date: \_\_\_\_\_