



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**OPTICAL MEDIA BOARD**

No. 35 Scout Limbaga Street, Brgy. Laging Handa, Quezon City



01 July 2025

**REQUEST FOR QUOTATION**  
**(BAC-RFQ-2025-08)**

Company/BusinessName: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business/Mayor's Permit No.: \_\_\_\_\_  
Tin: \_\_\_\_\_  
PhilGEPS Registration Number (**required**): \_\_\_\_\_

The **Optical Media Board – Registration and Licensing Division**, through its Bids and Awards Committee (BAC), intends to procure a **Lease of Venue for the Stakeholders Meeting** through Section 53.10 (Negotiated Procurement – Lease of Real Property and Venue) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation together with the following documents on or before **04 July 2025; 12:00 PM**.

1. **Mayor's/ Business Permit;**
2. **PhilGEPS Reg. Number;**
3. **Income/ Business Tax Return;**
4. **Sanitary Permit;**
5. **Structural Certification;**
6. **Proof of Internet Speed Test Results;**
7. **Customer Feedback Report; and**
8. **Proposals.**

Bids may be submitted manually to BAC, with office address **#35 Scout Limbaga Ext, Diliman, Quezon City, Metro Manila**, or electronically through email at **ombbidsandawardscommittee@gmail.com**.

Subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ) to the address below:

**ESPERANZA T. CORONEL**  
Chairperson, Bids and Awards Committee  
**OPTICAL MEDIA BOARD**  
35 Scout Limbaga Ext, Diliman,  
Quezon City, Metro Manila

For any clarification, you may contact us at our email address at **ombbidsandawardscommittee@gmail.com**

  
**ESPERANZA T. CORONEL**  
Chairperson, BAC



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**INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to a deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

3. **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail at [ombbidsandawardscommittee@gmail.com](mailto:ombbidsandawardscommittee@gmail.com)
5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

**TERMS AND CONDITIONS:**

Bidders shall provide the correct and accurate information required in this form.

1. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s
2. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
3. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the OMB shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning





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provider in accordance with GPPB Circular 06-2005.

6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements, and other terms and conditions stated herein.
7. The item/s shall be delivered according to the accepted offer of the bidder.
8. Item/s delivered shall be inspected on the scheduled date and time of the OMB with the Registration and Licensing Division. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
10. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The OMB may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
11. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
12. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows

PROCUREMENT OF LEASE OF VENUE FOR THE STAKEHOLDERS MEETING		
Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.		
I. Availability		
Venue available on 22 July 2025, from 8:00 AM to 4:00 PM.		
II. Location and Site Condition		
1. Accessibility (Location of venue should be accessible to public transportation)		
2. Parking Space (Parking space for vehicles can accommodate at least a total of 8 cars)		
III. Neighborhood Data		





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**BAGONG PILIPINAS**

	1. Sanitation and Health Condition (conduct disinfection before, during, and after the activity, and proper waste management and sanitary permit from the appropriate authorities)		
	2. Police and Fire Station (accessibility)		
<b>IV.</b>	<b>Venue</b>		
	<b>A. Structural Condition</b> (can withstand at least a 7.0 magnitude earthquake)		
	<b>B. Functionality</b>		
	<b>a. Conference</b> (can accommodate at least 40 pax) <b>Kindly Specify Room Size and Name:</b> _____		
	- With free-flowing coffee, juice, candies, and drinking water (hot/cold)		
	- 1 White Board with at least 3 whiteboard markers and erasers		
	- Conference Pad and Pencils/Pens		
	- Clicker		
	- Comfortable tables and chairs		
	- Recommended room set-up: Banquet		
	<b>b. Light, ventilation, and air conditioning</b> (with a standby generator and complete lighting amenities for big special events, standby generators, ice cooling fans, and high ceiling and ventilation)		
	<b>c. Space Requirements</b> (spacious enough to cater to at least 40 pax and compliance with recommended set-up for the activity)		
	<b>C. Facilities</b>		
	<b>a. Water supply and toilet</b> (separate comfort rooms for men and women with free toiletries)		
	<b>b. Lighting system</b> (complete lighting and good audio facilities)		



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<b>c. Elevators</b>		
<b>d. Fire escapes</b>		
<b>e. Firefighting equipment</b>		
<b>f. Internet and Telecommunications</b> (free, stable, and fast internet connectivity/wifi (at least 80 mbps) at the venue)		
<b>g. Audiovisual equipment</b>		
- at least 4 extension cords		
- Basic PA Sound system		
- at least 4 wireless microphones		
- 1 - 2 LCD Projectors and Screen		
- At least 4 VGA/HDMI Cables		
<b>D. Other Requirements</b>		
<b>a. Maintenance</b> - standby waiter, waitresses, electrician, and IT for the entire duration of the activity.		
<b>b. Attractiveness</b> - Facilities are comparable to high-end hotels, and the venue has built facilities that can cater to big events		
<b>c. Security</b> - 24-hour security details at the gate and at the venue during the activity.		
<b>E. Catering Services</b>		
<b>Meals for:</b> AM Snack (40 pax) Lunch (10 pax) PM Snack (40 pax)		
<b>F. Client's Satisfactory Rating</b>		
<b>Rating Factor</b>	<b>Assigned Weights</b>	
Availability	x .5	
Location and Site Condition	x. 1	
Neighborhood Data	x .05	





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Venue	x .35
Passing Rate: 85%	

**FINANCIAL OFFER:**

**Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Account Name (should be the exact account name as registered in the bank): \_\_\_\_\_  
Branch: \_\_\_\_\_

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

PROCUREMENT OF LEASE OF VENUE FOR THE STAKEHOLDERS MEETING			
LOT	ITEM/DESCRIPTION	Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
1	Lease of Venue for the Stakeholders Meeting	PHP 99,960.00	In Words:
			In Figures:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative



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Printed Name of Authorized Representative

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Position

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Name of Company

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Address

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Contact Number

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Email Address



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Annex A

**RECOMMENDED SET-UP**

