



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9083198
Procuring Entity NATIONAL WAGES AND PRODUCTIVITY COMMISSION
Title Lease of Venue, Accommodation and Meals for the Conduct of 2022 National Productivity Conference (NPC)
Area of Delivery Metro Manila

Solicitation Number:	LV-2022-10-062_NPC 2022	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Hotel and Lodging and Meeting Facilities	Date Published	06/10/2022
Approved Budget for the Contract:	PHP 1,670,000.00	Last Updated / Time	06/10/2022 00:00 AM
Delivery Period:		Closing Date / Time	12/10/2022 13:00 PM
Client Agency:			
Contact Person:	Sarahata Muti Salacop Procurement Unit Head 2/F DY International Bldg., San Marcelino cor. Gen. Malvar Sts., Malate Manila Metro Manila Philippines 1004 63-2-85275171 63-2-5275522 bac@produktiboatsahod.onmicrosoft.com		

Description

Total Approved Budget: Php 1,670,000.00

One (1) lot Function room and other related service for the event proper, meals and accommodation on 09-11 November 2022 during the conduct of National Productivity Conference

1. Function room requirements on 10 November 2022 for the whole day event:
- preferably high ceiling function that can accommodate and comfortably seat 220 pax (roundtable set-up)
 - function room have sufficient lighting/well-lit
 - free parking space for 10 vehicles and with access to main roads
 - complimentary use of projector and projection screen
 - with two (2) podium lectern and audible/operational sound system and provision of four (4) microphones
 - free unlimited and reliable wifi connections, and available telephone
 - with strong mobile phone signal for all networks
 - waived electrical charges for camcorder equipment, audio, lights, LED Wall, projectors and 5 laptops
 - pads and pencils

- no mid-post/s or columns that may obstruct view
- allow ingress for at least 18 hours prior the event in the allotted function room with all the amenities (aircon, projector and projection screen, lights and sounds, camcorder and standby personnel) for dry run or rehearsal; waived electrical charges
- with provision for two registration area near the entrance of the function room
- with stage decorations and table centerpiece

Meal Requirements:

- AM and PM snacks and buffet lunch for 220 pax for one day (November 10, 2022); VIPs to be served with plated lunch
- must provide at least three waiters inside the function room to prioritize and serve participants with special needs i.e., senior citizens and PWDs
- free flowing coffee, tea, and mints

2. Accommodation for 3 days and 2 nights with complimentary buffet breakfast for participants

- Four (4) single occupancy rooms
- Seventy-three (73) twin sharing rooms with two single beds of same size
- Dinner for 140 pax for two nights on November 9 and 10, 2022

General requirements:

- full accessibility for people with disabilities
- with food options for Halal or vegetarian diet
- continuous water supply, accessible comfort rooms and provision for towels and toiletries
- with at least one operational elevator, access to emergency exit and alarm fire extinguisher/automatic sprinkler
- structure is made of concrete or steel and compliant with the National Building Code of the Philippines
- proximity to police/fire station, banks and clinic/hospital
- with proper waste management
- compliant with Minimum Public Health Standards

Venue: Preferably Manila

> Submit/attach complete valid procurement documents (preferably in Portable Document Format/PDF) as required by 2016 Revised Implementing Rules and Regulations of RA 9184 and other GPPB issuances as follows:

1. Mayor's Permit and PhilGEPS Registration number upon submission of quotation.
2. Income/Business Tax Return

> Non submission of the required documents on time would mean disqualification

Created by Sarahata Muti Salacop

Date Created 05/10/2022

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