



Republic of the Philippines  
Department of Health  
JOSE R. REYES MEMORIAL MEDICAL CENTER  
**BIDS AND AWARDS COMMITTEE**

DC: 8562-5338/ 8711-9491 loc. 245

[jrrmmc\\_bacsec@yahoo.com](mailto:jrrmmc_bacsec@yahoo.com)

**REQUEST FOR QUOTATION**

**Date: 30 September 2024**  
**RFQ No.: CBACS-2024-09-2834**  
**PR No. 2024-09-6477**  
**Dept. of Geriatric Medicine**

**NAME OF COMPANY:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**TAX IDENTIFICATION NO.:** \_\_\_\_\_

**PHILGEPS REGISTRATION NO.:** \_\_\_\_\_

**Jose R. Reyes Memorial Medical Center**, through its Committee on Bids and Awards for Contractual Services (CBACS), intends to procure **One (1) lot Lease of Venue and Accommodation (Inclusion of Function room, Meals: Lunch, Dinner, Breakfast and Lunch for 70 pax)** in accordance with section **53.10** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Please quote your **best offer** for this item described herein, subject to the Terms and Conditions provided at last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative not later than **10:00 AM on 04 October 2024**.

*The following documents are likewise required to be submitted on the specified deadlines:*

DOCUMENT	REMARKS
<i>Mayor's Permit</i>	<ul style="list-style-type: none"><li>• <i>Must be submitted with the RFQ.</i></li><li>• <i>Must be updated.</i></li><li>• <i>Expired Documents will not be accepted.</i></li></ul>
<i>Proof of Philgeps Registration</i>	
<i>Annual Income Tax Return</i>	

For any clarification/s, you may contact us at the telephone no. **8711-94-91 local 245 or 8562-53-38** or email address at [jrrmmc\\_bacsec@yahoo.com](mailto:jrrmmc_bacsec@yahoo.com).

**-SGD-**  
**RUFINO T. AGUDERA, MD, FPUA**  
Chairperson, CBACS

Chel/cel



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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 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 [bacsec@jrrmmc.gov.ph](mailto:bacsec@jrrmmc.gov.ph).

(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:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of the receipt of Purchase Order/ Job Order.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/ or levies payable.
4. Award of the contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest-rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
5. 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.
6. The item/s shall be delivered according to the requirements specified in the Technical Specifications (item description).
7. JRRMMC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. The committee reserves the right to reject any and all bids, declare a failure of bidding any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding.



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<b>Lease of Venue and Accommodation</b> <b>(Inclusion of Function room, Meals: Lunch, Dinner, Breakfast and Lunch for 70 pax)</b>			
<b>MINIMUM TECHNICAL SPECIFICATIONS</b>	<b>OFFERED TECHNICAL SPECIFICATION/SERVICE</b>	<b>STATEMENT OF COMPLIANCE ("COMPLY" OR "NOT COMPLY")</b>	
<i>Note: Non-compliance with the minimum required specifications shall be rejected.</i>			
<b>A. Capacity Building Workshop for Geriatric Care "Formulating a Five year Development Plan on October 10-11, 2024"</b>			
ITEM NO.	RATING FACTORS	WEIGHT (%)	RATING
<b>I.</b>	<b>Availability</b>	<b>100</b>	
<b>II.</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(50)	
	2. Parking Space	(50)	
		<b>100</b>	
<b>III.</b>	<b>Neighborhood Data</b>		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		<b>100</b>	
<b>IV.</b>	<b>Venue</b>		
	1. Structural Condition	(20)	
	2. Functionality		
	a. Conference Rooms	(10)	
	b. Room arrangement (e.g. single, double, etc.)	(5)	
	c. Light, ventilation and air conditioning	(5)	
	d. Space requirements	(5)	
	3. Facilities		
	a. Water supply and toilet	(4)	
	b. Lighting System	(5)	
	c. Elevators v	(4)	
	d. Fire Escapes	(4)	
	e. Firefighting equipment	(4)	
	f. Internet and Telecommunications	(4)	
	g. Audio Visual Equipment	(5)	
	4. Other Requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	5. Catering Services	(5)	
	6. Client's Satisfactory Rating	(5)	
ITEM NO.	RATING FACTORS	WEIGHT (%)	RATING
I.	<b>Availability</b>	x (.5)	
II.	<b>Location and Site Condition</b>	x (.1)	
III.	<b>Neighborhood Data</b>	x (.05)	
IV.	<b>Venue</b>	x (.35)	
<b>PASSING RATE: 85%</b>			



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

**FINANCIAL OFFER:**

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

<b>Lease of Venue and Accommodation</b> <b>(Inclusion of Function room, Meals: Lunch, Dinner, Breakfast and Lunch for 70 pax)</b>				
Approved Budget for the Contract (ABC)	Duration/ Quantity (A)	Unit	Offered Price/ unit (B)	Total Offered Quotation (A x B)
231,000.00	1	lot		<i>In Words:</i> _____  _____  <i>In Figures:</i> _____  _____

**TERMS OF PAYMENT:** *(Please check one)*

Terms/ Deferred Payment

Cheque upon Delivery (COD)

**Note:** *No Clearing time before the delivery*

**DELIVERY PERIOD:** October 10-11, 2024

<b>JOSE R. REYES MEMORIAL MEDICAL CENTER</b> <b>HOSPITAL BIDS AND AWARDS COMMITTEE (CBACS)</b>
Chairman: Dr. RUFINO T. AGUDERA _____
Vice-Chairman: Ms. ROSEMARIE MONTENEGRO-SALIBA _____
Members: Mr. JOHN PAUL MICHAEL GUBATON _____
Ms. ARACELI DARIA SAGARIO-ABAD _____
Mr. RONALD CAMASIS _____
Alternate Member: _____

\_\_\_\_\_  
**Signature over Printed Name**

\_\_\_\_\_  
**Position/ Designation**

\_\_\_\_\_  
**Office Telephone/ Fax Number**

\_\_\_\_\_  
**Email address/es**