



**Request for Quotation**  
**Negotiated Procurement: Two (2) Failed Bidding**

**PROCUREMENT OF ONE (1) YEAR RENTAL OF OFFICE SPACE FOR THE  
DEPARTMENT OF TOURISM REGION IV-B (MIMAROPA)- 2<sup>nd</sup> Posting**

1. In view of the two (2) failed biddings, the Department of Tourism (DOT) Regional Office IV-B (MIMAROPA), through its Bids and Awards Committee (BAC) invites PhilGEPS registered suppliers to participate in the negotiation for the procurement **ONE (1) YEAR RENTAL OF OFFICE SPACE FOR THE DEPARTMENT OF TOURISM REGION IV-B (MIMAROPA)** in accordance with Section 53.1 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act.
2. The Department of Tourism (DOT) Regional Office IV-B (MIMAROPA), through the General Appropriations Act (GAA) Funds 2023 intends to apply the amount of **SEVEN MILLION EIGHT HUNDRED THOUSAND PESOS (PHP 7,800,000.00)**, inclusive of applicable taxes, being the **Approved Budget for Contract (ABC)** of the **“PROCUREMENT OF RENTAL OF OFFICE SPACE FOR THE DOT-MIMAROPA”**.

Bids received in excess of the ABC shall be **automatically rejected** at bid opening.

3. Prospective bidders may obtain further information from the **DOT-Regional Office IV-B (MIMAROPA)** Bids and Awards Committee (BAC) Secretariat through the contact details given below during office hours.
4. The schedule of bidding activities is as follows:

<b>Activities</b>	<b>Schedule</b>
Advertisement/ Posting of Request for Quotation	December 21, 2023 (Thursday)
Availability of Request for Quotation	December 22-28, 2023
Pre-Negotiation	December 27, 2023 (Wednesday, 8:00am to 11:00am)
Submission of Quotations and Legal / Technical Documents (in Sealed Envelope)	December 28 (Thursday), 12:00 pm 2nd Floor MIMAROPA Office, New DOT Building, Sen. Gil Puyat Avenue, Makati City
Opening of Quotations	December 28, 2023 (Thursday), 1:00 pm 2nd Floor Conference, New DOT Building, Sen. Gil Puyat Avenue, Makati City

5. Prospective bidders who are interested in joining the opening of bids must send the following details to the BAC Secretariat (e-mail at [dot4b.bacsecretariat@gmail.com](mailto:dot4b.bacsecretariat@gmail.com)) not later than **2:00 in the afternoon of 22 December 2023** with the following details:

Subject: **Attendees to the Bid Opening of RENTAL OF OFFICE SPACE**

Body:

- Name of Representative(s) (maximum of two): \_\_\_\_\_
- Company Name: \_\_\_\_\_
- Email Address(es): \_\_\_\_\_
- Contact No(s):. \_\_\_\_\_

6. Interested Bidders shall submit the following documents in sealed envelopes, labeled as “Negotiated Procurement – **ONE (1) YEAR RENTAL OF OFFICE SPACE FOR THE DEPARTMENT OF TOURISM REGION IV-B (MIMAROPA)**”. The envelope labels should also contain the name of the bidder, address, and contact details of the bidder.
  
7. The Checklist of Documents is as follows,
  - A. Technical Component Envelope: Class “A” Documents
    - Legal Documents
      - Valid PhilGEPS Registration Certificate (Platinum Membership) with all pages
    - Technical Documents
      - Original copy of Bid Security. If in the form of Surety Bond, submit a certification issued by the Insurance Commission, **or** an Original Copy of the Notarized Bid Securing Declaration, a proforma form is attached as Annex “**A**”; and
      - Conformity with the Schedule of Requirements (Annex “**B**”) and Technical Specifications (Annex “**C**”);
      - Original duly signed Omnibus Sworn Statement (OSS) (Annex “**D**”); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; **or** Original Special Power of Attorney of all members of the joint venture giving full power and authority to its Officer to sign the OSS and do acts to represent the Bidder.
  
  - B. Financial Envelope
    - Original copy of the duly signed and accomplished Financial Bid Forms (Annexes “**E**” **and** “**F**” or “**G**”, whichever is applicable)”

Bidder shall submit **one (1) original** and **one (1) duly certified photocopies** of the first and second components of its bid in sealed envelopes.

All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid.

8. The **DOT-Regional Office IV-B (MIMAROPA)** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
  
9. For further information, please refer to:

**MS. SHEILA O. PINEDA**

BAC Secretariat

Department of Tourism- MIMAROPA

351 Senator Gil Puyat Avenue, Makati

City

Email Address: [dot4b.bacsecretariat@gmail.com](mailto:dot4b.bacsecretariat@gmail.com)

Telephone: (02) 8459-5200 loc. 210

20 December 2023

**CECIL V. ARANTON**

BAC Chairperson

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