Invitation for Negotiated Procurement

PROCUREMENT OF MEALS AND SNACKS AND LEASE OF VENUE FOR THE UPCOMING BUDGET PRESENTATION AND DELIBERATION FOR FY 2027

1. The LGU of San Marcelino Bids and Awards Committee (BAC) invites interested suppliers to participate in the negotiation for the Project, "PROCUREMENT OF MEALS AND SNACKS AND LEASE OF VENUE FOR THE UPCOMING Budget Presentation and Deliberation for FY 2027, in accordance with Section 35.9 of the Implementing Rules And Regulations Of Republic Act No. 12009 Or The New Government Procurement Act the Approved Budget for the Contract is Four Hundred Eighty-Five Thousand Pesos (485,000.00) under Appropriation ordinance no 86 annual executive budget FY 2025.

   Detailed service requirements are indicated in the Terms of Reference (TOR) for the project (see Annex A and Contract Agreement as specified).

2. The interested consultant whose submission is determined as the successful offer shall be required to submit the following documents within three (3) calendar days from notice:

   (a) Duly accomplished RFQ;
   (b) CY 2025 Income Tax Returns with proof of payment and VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from August 2025 to December 2025; and
   (c) Philippine Government Electronic Procurement System (PhilGeps) Registration Number.

3. For further information, you may ask the LGU San Marcelino-Head BAC Secretariat, Mrs. Janis C. Noble at the SB office from 9:00 A.M. to 5:00 P.M.

ENGR. ARMIDA L. FABELINIA
BAC Chairperson

TERMS OF REFERENCE

PROCUREMENT UNDER SECTION 35.9 LEASE OF REAL PROPERTY AND VENUE FOR THE PROCUREMENT OF MEALS AND SNACKS AND LEASE OF VENUE FOR THE UPCOMING BUDGET PRESENTATION AND DELIBERATION FOR FY 2027

I. SCOPE OF SERVICE

The Service Provider shall provide a function room/venue, meals, snacks, and related amenities for the one-day activity of teachers and head teachers, in full compliance with Republic Act No. 12009 (New Government Procurement Act) and its Implementing Rules and Regulations (IRR).

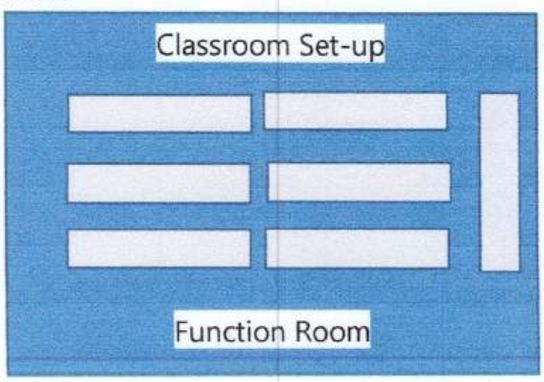
General Requirements

-Price quotation shall cover a one (2) days 1 (One) Night activity.
-Event date: August 18-19, 2025 (Tuesday-Wednesday).
-Preferred location: Clark, Pampanga.
-Number of participants: 55 pax.
-Free parking spaces shall be provided for participants.
-Meals, snacks, use of function room, and other facilities/amenities and Accommodation for additional participants shall be charged at the same or lower rates as the quoted rates.
-Price quotation shall be in Philippine Peso and inclusive of 12% VAT and all applicable taxes and charges. Price validity: 120 calendar days from submission.
-Procurement shall follow RA 12009 and its IRR. The Approved Budget for the Contract (ABC) shall be strictly observed; bids exceeding the ABC shall be automatically disqualified.

II. SPECIFIC REQUIREMENTS

A. Function Room and Facilities

1. One (1) guaranteed air-conditioned function room capable of accommodating 55 pax in a classroom set-up.
2. Male and female restrooms must be located near the function room.
3. The following shall be available throughout the activity:
Whiteboard/flip chart, markers, pads, pens/pencils, and mints/candies.
4. One (1) wide screen for LCD projector (electricity for LGU-provided equipment is free of charge).
5. Basic lighting and audio/PA system with microphones.
6. Wi-Fi connection.



B. Meals and Snacks

Meal Schedule:
-Morning Snack
-Managed Buffet Lunch
-Afternoon Snack
-Inclusive of one (1) round of iced tea/juice/soft drink per meal/snack.
-Free-flowing coffee and tea, plus water stations throughout the function room.
-At least two buffet stations shall be set up to avoid congestion.
-Venue for meals: function room or hotel restaurant, as available.
-Proposed menu shall be submitted; food tasting may be required by the LGU.
-Final menu shall be subject to approval of the LGU of San Marcelino, Zambales.

C. Accommodations

The service provider shall provide overnight room accommodations for a minimum of 55 pax with the following minimum requirements:

1. Guaranteed air-conditioned room, with basic hotel room facilities including but not limited to: beddings, cable television, IDD/NDD phone system, WiFi access, closet, safety vault, refrigerator, mini-bar and coffee and tea making machine, toilet and bath with daily replenishment of bath towels and toiletries for each guest; hot and cold shower water supply: and complimentary bottled water for each guest. Room accommodations shall include complimentary use of hotel facilities (ie. swimming pool).

2. Room allocations

- For __ Female and __ Employees: 13 Twin Sharing Rooms
- For ___ Executive Officials: 3 Executive Rooms

III. TERMS OF PAYMENT

Price quotation must include all applicable taxes and duties.

Prices shall be fixed and not subject to escalation, except as allowed under RA 12009 IRR.

Price validity: 30 calendar days from submission of quotation.

Payment shall be made within 30 days after complete delivery and acceptance by the LGU of San Marcelino, subject to accounting and auditing rules.

Bids above the ABC shall be automatically disqualified.

IV. ELIGIBILITY AND DOCUMENTARY REQUIREMENTS

In line with RA 12009 IRR, bidders shall submit:
1. Valid PhilGEPS Registration Certificate/Number.
2. Valid Mayor's/Business Permit issued by the LGU where the principal place of business is located.
3. Latest Income/Business Tax Return.
4. Notarized Omnibus Sworn Statement.
5. Disclosure of Beneficial Ownership (for juridical entities), as required by RA 12009.

V. PROCUREMENT PROCESS AND TRANSPARENCY

1. The procurement process shall follow the principles of transparency, competitiveness, accountability, value for money, sustainability, and public monitoring under RA 12009.
2. Pre-procurement and pre-bid conferences shall be conducted, as applicable. Bid submission deadline shall be strictly observed.
3. Bid opening and evaluation shall be video-recorded; results of bidding and award shall be posted for public access.
Post-qualification shall validate legal, technical, and financial compliance before award.
4. The contract shall be awarded to the Lowest Calculated and Responsive Bid (LCRB) or Most Advantageous Responsive Bid (MARB), as applicable.

VI. GENERAL AND SPECIAL CONDITIONS

1. Supplier must hold a valid business license and PhilGEPS registration.
2. Either party's aggregate liability shall be limited to the total contract price.
3. Termination of contract may occur for breach of material obligation not remedied within 15 days of notice, or for force majeure lasting more than 5 days.
4. All provisions of RA 12009 and its 2024 IRR shall govern, complement, and prevail over this TOR.
5. The LGU of San Marcelino, Zambales reserves the right to reject any or all quotations, annul the procurement process, or accept the most advantageous offer without liability to any affected bidder(s).

Prepared by:

JANIS C. NOBLE
Head BAC Secretariat

Approved by

ENGR. ARMIDA L. FABELINIA
MGDH – Municipal Engineer / BAC Chairperson

6 July 2026