



## ***Request for Quotation (RFQ)***

Date: **March 30, 2022**  
 Quotation No. **RFQ2022-03-020 HEDF**

REQUISITIONING OFFICE/END USER	CHED- OPSD
APPROVED BUDGET FOR THE CONTRACT (ABC)	<b>One Hundred Thirty Five Thousand Seven Hundred Fifty Pesos (P135,750.00)</b>
FUNDING SOURCE	HEDF FUNDED
<b>COMPANY NAME:</b> <b>ADDRESS:</b> <b>TEL NO. / FAX NO:</b> <b>CONTACT PERSON:</b>	
<p>Please quote your lowest government price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your <b>SEALED</b> quotation duly signed by your representative not later than <b>April 5, 2022 at 12:00 PM</b> at the Bids and Awards Committee, G/F Higher Education Development Center (HEDC) Bldg., C.P. Garcia Avenue, U.P. Diliman, Quezon City. For more information please call the BAC Secretariat at telephone no: 8441-1171/8441-8910.</p>	

**TERMS AND CONDITIONS:**

1. All Entries must be typewritten or legibly written.
2. Provide or fill in all information required in this form.
3. **For Column D**, please indicate “**Comply**” or “**Not Comply**” for **every numbered item under technical specifications**.
4. Delivery Period within **3 calendar days** upon receipt of the approved funded Catering Agreement/Purchase Order/Job Order Contract/Contract, whichever is applicable.
5. Statement of Compliance (RFQ Form) must be accomplished and duly signed by the bidder or authorized representative.
6. Price validity shall be for a period of sixty (60) calendar days.
7. The mode of payment is through send bill arrangement.
8. Prices should be inclusive of VAT and other government taxes.
9. Supplier must have a Bank Account for the payment.
10. **Supplier shall submit together with the RFQ the following:**
  - 10.1 **PhilGEPS Registration No./Organization No.**
  - 10.2 **Mayor’s/Business Permit (Complete Set)**
  - 10.3 **Income/Business Tax Returns (2020) duly acknowledged/machine validated by Bureau of Internal Revenue (BIR)**

Unit	ITEMS AND DESCRIPTION	QTY	Statement of Compliance (State “Comply” or “Not Comply”)	UNIT PRICE	TOTAL AMOUNT
Lot	<b>Procurement of food, accommodation, and venue for the conduct of Joint Workshop of the Technical Panel for Agriculture and TCBAEOA to Discuss the PSG for Agribusiness Program</b>				

	Technical Specifications:				
	1. Date: May 23-25, 2022				
	2. Food, Accommodation, and Venue				
	3. Preferred Venue: Ortigas Center				
	4. No. of pax: Fifteen (15) pax				
	5. Accommodation for 15 pax (twin sharing)  Check in May 23, 2022 / Check out: May 25, 2022				
	6. Food  May 23, 2022 AM Snack/PM Snack for 15 pax Buffet Lunch and Buffet Dinner for 15 pax  May 24, 2022 Breakfast for 15 pax AM Snack for 15 pax Buffet Lunch for 15 pax PM Snack for 15 pax Buffet Dinner for 15 pax  May 25, 2022 Breakfast for 15 pax AM Snack for 15 pax Buffet Lunch for 15 pax PM Snack for 15 pax				
	7. Venue (compliant with IATF Rules) with Safety Seal  Free flowing coffee Free use of function room (no extra charge in excess of 8 hours) Free use of projector and extension cords Free flowing coffee, tea and water Free notepads and pens Free candies and nuts Free use of electricity for laptops and printers				
	8. Complimentary parking				
	9. With strong wifi connection				
	10. No gambling establishment within the hotel premises				
	11. No advance deposit required				
	12. Billing Statement is to be settled immediately after receipt of statement of account				

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices note above.

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Signature over Printed Name / Date

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Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of submission
2. Compliance with Technical Specifications
3. Price

The supplier who submitted the lowest calculated responsive quotation shall be awarded the Contract Agreement after evaluation by the Bids and Awards Committee (BAC).

Published Date: **March 30, 2022**

Closing Date: **April 5, 2022 – 12:00 PM**