



Request for Quotation (RFQ)

Date: **March 30, 2022**
 Quotation No. **RFQ2022-03-021 HEDF**

REQUISITIONING OFFICE/END USER	CHED-OPSD
APPROVED BUDGET FOR THE CONTRACT (ABC)	One Hundred Seventy Two Thousand Eight Hundred Pesos (P172,800.00)
FUNDING SOURCE	GAA FUNDED
COMPANY NAME: ADDRESS: TEL NO. / FAX NO: CONTACT PERSON:	
<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 SEALED quotation duly signed by your representative not later than April 5, 2022 at 12:00 PM 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 **2 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 **Omnibus Sworn Statement (Amended per GPPB Resolution No. 16-2020, dated 16 September 2020), with Secretary’s Certificate or Special Power of Attorney, if applicable**

A	B	C	D	E	F
Unit	ITEMS AND DESCRIPTION	QTY	Statement of Compliance (State “Comply” or “Not Comply”)	UNIT PRICE	TOTAL AMOUNT
Lot	Procurement of service provider for the catering services for the conduct of Workshop/FGD on the Development of PSGs on Creative Industry				

	Technical Specifications				
	1. Date: April 25-26, 2022				
	2. Venue: CHED Auditorium				
	3. Requirements: April 25-26, 2022 Meals Buffet Breakfast for 72 pax (3 main course, Fried/plain rice, Salad, Hot Choco, Flowing Coffee, Bread and Butter) Buffet Lunch for 72 pax (Appetizer, 3 main course, 1 vegetable, dessert, rice, assorted fruits, unlimited ice tea/softdrinks) PM Snacks for 72 pax (pansit Malabon/bihon guisado, empanada/kakanin, chicken lollipop/barbecue, fruit juices)				
	4. With stand-by waiters/waitress (at least 2)				
	5. Free flowing coffee				
	6. Free cookies/candies				
	7. No advance deposit required				
	8. Billing Statement to be settled forty five (45) days after receipt of the statement of account				
	PLEASE DOWNLOAD THE ATTACHED ASSOCIATED COMPONENT (REQUEST FOR QUOTATION FORM)				

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

Signature over Printed Name / Date

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 Purchase Order (P.O.) after evaluation by the Bids and Awards Committee (BAC).

PhilGEPS INFORMATION:

PhilGEPS Solicitation No. **RFQ2022-03-021 HEDF**

Reference No.

Published Date: **March 30, 2022**

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