



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
BIDS AND AWARDS COMMITTEE

Form: CHED-LRPV2017

Request for Quotation (RFQ)

Date: April 29, 2022

Quotation No. RFQ2022-04-042 GAA

REQUESTIONING OFFICE/END USER	CHED- OSDS
APPROVED BUDGET FOR THE CONTRACT (ABC)	Two Hundred Ten Thousand Pesos (P210,000.00)
FUNDING SOURCE	GAA FUNDED
COMPANY NAME: ADDRESS: TEL NO. / FAX NO: CONTACT PERSON:	
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 May 4, 2022 at 10:00 AM 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.	

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	Procurement of food and accommodation for the conduct of Awarding of my Success Story and Presentation of StuFAPs database/dashboard on May 18-20, 2022				

	Technical Specifications:				
	1. Date: May 18-20, 2022				
	2. Food and Accommodation				
	3. Hotel: Quezon City				
	4. No. of pax: Thirty Nine (39) pax				
	5. Accommodation for 39 pax (twin sharing) Air-conditioned Room Check in May 18, 2022 Check out: May 20, 2022				
	6. Food Complimentary Breakfast for 39 pax for 2 days Dinner for Day 1 only Lunch for Day 3 only Complimentary Bottled water daily				
	7. Hotel (should strictly observe the IATF Safety and Health Protocols) with Safety Seal Complimentary Wifi Access				
	8. No downpayment required				
	9. Quotation should be VAT inclusive and other government taxes				

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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 Contract Agreement after evaluation by the Bids and Awards Committee (BAC).

Published Date: **April 29, 2022**

Closing Date: **May 4, 2022 – 10:00 AM**