



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

Form: CHED-LRPV2017

Request for Quotation (RFQ)

Date: May 2, 2022

Quotation No. RFQ2022-04-046 GAA

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|--|---|
| REQUESTIONING OFFICE/END USER | CHED- OED |
| APPROVED BUDGET FOR THE CONTRACT (ABC) | One Hundred Fifty Thousand Pesos (P150,000.00) |
| 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 5, 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 **1 day** 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 venue for the conduct of Public Orientation and Memorandum of Agreement Signing for the CHED Friendship Games 2022 (National Tertiary Games Pilot Testing) | | | | |
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| | Technical Specifications: | | | | |
| | 1. Date: May 12, 2022 | | | | |
| | 2. Food for May 12, 2022 AM Snacks (with cold drinks) Lunch (buffet with 3 main courses, dessert and drinks) PM Snacks (with cold drinks) | | | | |
| | 3. Venue Specifications Use of function room (air-conditioned) for May 12, 2022 from 9:00 AM to 5:00PM Free flowing coffee or juice and water Complete lights and sound system Internet and Wifi Arranged tables and chairs Use of electricity and extension wired and cables Provision of parking spaces Use of LCD projector and widescreen | | | | |
| | 4. No. of pax: 100 pax | | | | |
| | Target Location: Quezon City | | | | |
| | 5. Hotel (should strictly observe the IATF Safety and Health Protocols) with Safety Seal | | | | |
| | 6. Payment Method: Send bill | | | | |
| | 7. Quotation should be VAT inclusive and other government taxes | | | | |

*Request for Quotation No. **RFQ2022-04-046 GAA***

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: **May 2, 2022**

Closing Date: **May 5, 2022 – 10:00 AM**