



Request for Quotation (RFQ)

Date: **May 8, 2022**
 Quotation No. **RFQ2022-05-047 GAA**

REQUISITIONING OFFICE/END USER	CHED-UNIFAST
APPROVED BUDGET FOR THE CONTRACT (ABC)	Two Hundred Seventy Thousand Pesos (P270,000.00)
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 May 11, 2022 at 9:30 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.</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 **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 **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 2nd National Higher Education Day Celebration				

	Technical Specifications				
	1. Date: May 18, 2022				
	2. Venue: Quezon City University				
	3. No. of pax: 300 pax (Presidents of Private and Public HEIs, Awardees, Students, Media Personnel, CHED Officials and Guests)				
	4. Requirements: May 18, 2022 – Dinner Rice Soup Pasta (2) Appetizer (4) Main Course -Fish/Beef/Chicken/Pork Vegetables Salad/Fruits Dessert Drinks Mineral Water				
	5. Other Requirements: Service provider should set-up own buffet table with complete design and table arrangement good for 300 pax Only glasswares/dinnerwares are allowed Free flowing coffee, tea, and water Free candies, cookies and nuts With at least five (5) stand-by waiters/waitress No advance deposit required Billing Statement to be settled after receipt of the statement of account				

	<p>Quotation should be VAT inclusive and other government charges</p> <p>Mode of payment: Send bill</p>				
	<p>PLEASE DOWNLOAD THE ATTACHED ASSOCIATED COMPONENT (REQUEST FOR QUOTATION FORM)</p>				

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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. **RFQ2022-05-047 GAA**

Reference No.

Published Date: **May 8, 2022**

Closing Date: **May 11, 2022 – 9:30 AM**