



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

Form: CHED-NPSVP2017  
ABCs below P500K

## Request for Quotation (RFQ)

Date: May 12, 2022  
Quotation No. RFQ2022-05-049 GAA

REQUISITIONING OFFICE/END USER	CHED-UNIFAST
APPROVED BUDGET FOR THE CONTRACT (ABC)	<b>Two Hundred Sixty Four Thousand Pesos (P264,000.00)</b>
FUNDING SOURCE	GAA FUNDED
<b>COMPANY NAME:</b> <b>ADDRESS:</b> <b>TEL NO. / FAX NO:</b> <b>CONTACT PERSON:</b>	
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>May 16, 2022 at 9:30 AM</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.	

### TERMS AND CONDITIONS:

- All Entries must be typewritten or legibly written.
- Provide or fill in all information required in this form.
- For Column D**, please indicate **“Comply”** or **“Not Comply”** for every numbered item under technical specifications.
- Delivery Period within **1 day** upon receipt of the approved funded Catering Agreement/Purchase Order/Job Order Contract/Contract, whichever is applicable.
- Statement of Compliance (RFQ Form) must be accomplished and duly signed by the bidder or authorized representative.
- Price validity shall be for a period of sixty (60) calendar days.
- The mode of payment is through send bill arrangement.
- Prices should be inclusive of VAT and other government taxes.
- Supplier must have a Bank Account for the payment.
- Supplier shall submit together with the RFQ the following:**
  - PhilGEPS Registration No./Organization No.**
  - Mayor’s/Business Permit (Complete Set)**
  - 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	<b>Procurement of service provider for the catering services for the 2<sup>nd</sup> National Higher Education Day Celebration</b>				

	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><b>PLEASE DOWNLOAD THE ATTACHED ASSOCIATED COMPONENT (REQUEST FOR QUOTATION FORM)</b></p>				

*Request for Quotation No. **RFQ2022-05-049 GAA***

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

**PhilGEPS INFORMATION:**

PhilGEPS Solicitation No. **RFQ2022-05-049 GAA**

Reference No.

Published Date: **May 12, 2022**

Closing Date: **May 16, 2022 – 9:30 AM**