



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 21, 2022

Quotation No. RFQ2022-05-056 GAA

|  |  |
|--|--|
| REQUISITIONING OFFICE/END USER   | CHED-OPSD                                      |
| APPROVED BUDGET FOR THE CONTRACT (ABC)   | <b>Seventy Two Thousand Pesos (P72,000.00)</b> |
| FUNDING SOURCE   | GAA FUNDED                                     |
| <b>COMPANY NAME:</b><br><b>ADDRESS:</b><br><b>TEL NO. / FAX NO:</b><br><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 25, 2022 at 3:00 PM</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:

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  | <b>Procurement of service provider for the catering services for the conduct of Writeshop/Workshop on the Development of Monitoring and Evaluation Handbook</b> |     |  |            |              |
|      |   |     |  |            |              |
|      |   |     |  |            |              |

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|  | Technical Specifications  |  |  |  |  |
|  |   |  |  |  |  |
|  | 1. Date: June 2-3, 2022   |  |  |  |  |
|  |   |  |  |  |  |
|  | 2. Venue: CHED Auditorium   |  |  |  |  |
|  |   |  |  |  |  |
|  | 3. No. of pax: 30 pax   |  |  |  |  |
|  |   |  |  |  |  |
|  | <p>4. Requirements:</p> <p>June 2-3, 2022</p> <p>Meals</p> <p>(2) Buffet Breakfast for 30 pax<br/>(3 Main Course, Fried Chicken, Hot Choco, Flowing Coffee, bread and Butter)</p> <p>(2) AM Snacks for 30 pax<br/>(Pasta, chicken empanada, hot choco and brewed coffee)</p> <p>(2) Buffet Lunch for 30 pax<br/>(Appetizer, 3 Main Course, 1 vegetable, dessert, rice, assorted fruits, unlimited iced tea/softdrinks)</p> <p>(2) PM Snacks for 30 pax<br/>(Pasit Malabon, Chicken Lollipop, Kakanin, Fruit Juices)</p> |  |  |  |  |
|  |   |  |  |  |  |
|  | <p>5. Other Requirements:</p> <p>With standby waiters/waitress (at least 2)</p> <p>Free pencils and papers</p> <p>Free flowing coffee</p> <p>Free candies, cookies and nuts</p> <p>No advance deposit required</p> <p>Billing Statement is to be settled forty five (45) days after receipt of the statement of account</p> <p>Quotation should be VAT inclusive and other government taxes</p> <p>Mode of payment: Send bill</p>   |  |  |  |  |
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|--|---|--|--|--|--|
|  | <b>PLEASE DOWNLOAD THE ATTACHED ASSOCIATED COMPONENT (REQUEST FOR QUOTATION FORM)</b> |  |  |  |  |
|--|---|--|--|--|--|

*Request for Quotation No. **RFQ2022-05-056 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. **RFQ2022-05-056 GAA**

Reference No.

Published Date: **May 21, 2022**

Closing Date: **May 25, 2022 – 3:00 PM**