



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 20, 2022**
 Quotation No. **RFQ2022-05-058 HEDF**

REQUISITIONING OFFICE/END USER	CHED- OPSD
APPROVED BUDGET FOR THE CONTRACT (ABC)	Two Hundred Forty One Thousand Five Hundred Pesos (P241,500.00)
FUNDING SOURCE	HEDF 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 26, 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.</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 **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 (2021) 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, venue and accommodation for the conduct of Consultative Conference on the Revision of CMO No. 24, 2. 2015, entitled “Policies, Standards and Guidelines for Bachelor of Science in Library and Information Science Program				

	Technical Specifications:				
	1. Date: June 8-10, 2022				
	2. Food, Accommodation, and Venue				
	3. Preferred Venue: Quezon City Area				
	4. No. of pax: Twenty-Three (23) pax				
	5. Accommodation for 23 pax (twin sharing) Check in June 8, 2022 Check out: June 10, 2022				
	6. Food June 8, 2022: Breakfast – Good for 23 pax AM Snack – Good for 23 pax Buffet Lunch - Good for 23 pax PM Snack – Good for 23 pax Buffet Dinner – Good for 23 pax June 9, 2022 Breakfast – Good for 23 pax AM Snack – Good for 23 pax Buffet Lunch – Good for 23 pax PM Snack- Good for 23 pax Buffet Dinner – Good for 23 pax June 10, 2022 Breakfast - Good for 23 pax AM Snack – Good for 23 pax Family Style Lunch – Good for 23 pax Plated PM Snack - Good for 23 pax *For lunch and dinner: 3 main course, 1 vegetable, dessert, rice, assorted fruits and unlimited iced tea				
	7. Venue (compliant with IATF Rules) with Safety Seal Free use of function room (no extra charge in excess of 8 hours) Free use of projector and extension cords Free flowing coffee, tea and water Free notepads and pens Free candies and nuts Free use of electricity for laptops and printers With strong wifi connection				
	8. No advance deposit required				

	9. Inclusive of service charges, VAT and other government charges				
	10. Billing Statement is to be settled immediately after receipt of statement of account				

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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: **May 20, 2022**

Closing Date: **May 26, 2022 – 10:00 AM**