



Request for Quotation (RFQ)

Date: **May 24, 2022**
 Quotation No. **RFQ2022-05-060 HEDF**

REQUISITIONING OFFICE/END USER	CHED- AFMS-HRDD
APPROVED BUDGET FOR THE CONTRACT (ABC)	Two Hundred Ninety Two Thousand Pesos (P292,000.00)
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 27, 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 **5 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 Capacity Building for High Potential, High Performing CHED Middle Level Officials				

	Technical Specifications:				
	1. Date: June 23-27, 2022				
	2. Food, Accommodation, and Venue				
	3. Location: Within the vicinity of Diliman, Quezon City				
	4. No. of pax: Twenty-Two (22) pax				
	5. Requirements: Buffet/Plated Breakfast, Lunch, Dinner, AM & PM Snacks Complimentary Buffet/Plated Breakfast Free flowing Coffee and tea in the function room Complimentary WiFi Internet Access Waived electricity charge for laptops Widescreen/Projector Screen and Extension Cords Whiteboard with markers, eraser and flip chart paper Pads and pencils/Chips/Candy Mints Complimentary use of other amenities Venue: Complimentary use of function room (for 22 pax) U-shape set for 22 participants Sound System with at least four (4) microphones and LCD Projector Well ventilated and lighted; High ceiling, near comfort rooms Accommodations: (21) pax June 23 – 27, 2022 Single/Twin/Triple Sharing				
	6. Food June 23, 2022 (21 pax Dinner) June 24-26, 2022 (22 pax) Lunch, Dinner, AM & PM Snacks				
	7. No downpayment required/Send billing				
	8. Quotation should be VAT inclusive				
	9. Should meet the requirements of Appendix C "Table or Rating Factor for Lease of Venue"				

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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 24, 2022**

Closing Date: **May 27, 2022 – 10:00 AM**