



Request for Quotation (RFQ)

Date: **May 24, 2022**
 Quotation No. **RFQ2022-05-061 HEDF**

REQUISITIONING OFFICE/END USER	CHED- OPSD
APPROVED BUDGET FOR THE CONTRACT (ABC)	Five Hundred Twenty Thousand Eight Hundred Thirty Four Pesos (P520,834.00)
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 **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, accommodation and transportation for the conduct of OPSD Mid-Year Assessment				

	Technical Specifications:				
	1. Date: June 15-17, 2022				
	2. Food, Venue, Accommodation and Transportation				
	3. Location: Tagaytay, Silang Cavite				
	4. No. of pax: Fifty Five (55) pax				
	5. Requirements: June 15, 2022 Buffet Breakfast for 55 pax AM Snacks for 55 pax Buffet Lunch for 55 pax PM Snacks for 55 pax Buffet Dinner for 55 pax June 16, 2022 Buffet Breakfast for 55 pax AM Snacks for 55 pax Buffet Lunch for 55 pax PM Snacks for 55 pax Buffet Dinner for 55 pax June 17, 2022 Buffet Breakfast for 55 pax AM Snacks for 55 pax Buffet Lunch for 55 pax PM Snacks for 55 pax • For lunch and dinner: 3 main course, 1 soup, 1 vegetable, dessert, rice, assorted fruits and unlimited iced tea Venue: Free use of function room (Big function room, with no obstructions, well ventilated and free from noise Free pencils and papers, white board and markers Cartolina and bond papers Free flowing coffee Free candies Free use of microphone and overhead projector Accommodations: (55) pax for twin sharing rooms				
	6. No Casino within the hotel premises				
	7. No advance deposit required				
	8. Billing Statement are to be settled forty five (45) days after receipt of the statement of account				

	9. Price inclusive of VAT and other government taxes				
	10. Should meet the requirements of Appendix C "Table or Rating Factor for Lease of Venue"				
	11. Compliant with IATF Rules and with Safety Seal				

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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**