



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 26, 2022

Quotation No. RFQ2022-05-066 GAA

REQUESTIONING OFFICE/END USER	CHED- AFMS
APPROVED BUDGET FOR THE CONTRACT (ABC)	Three Hundred Fifty Thousand Pesos (P350,000.00)
FUNDING SOURCE	HEDF FUNDED
COMPANY NAME: ADDRESS: TEL NO. / FAX NO: CONTACT PERSON:	
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 31, 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.	

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 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 Procurement Training on RA 9184 and its 2016 Revised Implementing Rules and Regulations (IRR) and Updates on June 9-10, 2022				

	Technical Specifications:				
	1. Date: June 9-10, 2022				
	2. Food, Venue, and Accommodation				
	3. Location: Quezon City				
	4. No. of pax: 77 pax				
	5. Requirements:				
	<p>Accommodation with free breakfast and complimentary bottled water from check in to check out</p> <p>Check in date: June 8, 2022 Check out date: June 10, 2022 Three (3) Twin Sharing Room – 6 pax One (1) Single Room – 1 pax</p> <p>Check in date: June 9, 2022 Check out date: June 10, 2022 One (1) Single Room – 1 pax Thirty Four (34) Twin Sharing Room – 68 pax</p> <p>Meals</p> <p>June 8, 2022 Dinner – Good for 7 pax</p> <p>June 9, 2022 Plated AM Snack – Good for 77 pax Buffet Lunch – Good for 77 pax Plated PM Snack – Good for 77 pax Dinner – Good for 77 pax</p> <p>June 10, 2022 Plated AM Snack – Good for 77 pax Buffet Lunch – Good for 77 pax Plated PM Snack – Good for 77 pax</p> <ul style="list-style-type: none"> For lunch and dinner: 4 main course (fish – no cream dory, vegetable, chicken and pork/beef), soup, dessert <p>June 9-10, 2022</p> <p>Free use of conference room with seating capacity for at least 77 pax (classroom set-up) for 11 hours (7:00AM to 6:00PM) Hotel must be compliant with the IATF Rules with Safety Seal</p>				

	<p>Inclusion:</p> <p>Free use of projector, extension cords At least three (3) microphones With strong wifi internet connection Free flowing coffee, tea and water Free notes and pens Free candies and nuts Free use of electricity for laptops and printer Complimentary parking</p>				
	6. No gambling establishment within the area				
	7. No advance deposit required				
	8. Billing Statement should be settled after receipt of statement of account				
	9. Quotation should inclusive of VAT and other government taxes				
	10. 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 26, 2022**

Closing Date: **May 31, 2022 – 10:00 AM**