



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: June 12, 2022
Quotation No. RFQ2022-06-073 HEDF

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|---|---|
| REQUISITIONING OFFICE/END USER | CHED-IAS |
| APPROVED BUDGET FOR THE CONTRACT (ABC) | One Hundred Seventy Three Thousand Pesos (P173,000.00) |
| 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 June 15, 2022 at 9:00 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:

- All Entries must be typewritten or legibly written.
- Provide or fill in all information required in this form.
- For Column D**, please indicate **“Comply”** or **“Not Comply”** for every numbered item under technical specifications.
- Delivery Period within **3 days** upon receipt of the approved funded Catering Agreement/Purchase Order/Job Order Contract/Contract, whichever is applicable.
- Statement of Compliance (RFQ Form) must be accomplished and duly signed by the bidder or authorized representative.
- Price validity shall be for a period of sixty (60) calendar days.
- The mode of payment is through send bill arrangement.
- Prices should be inclusive of VAT and other government taxes.
- Supplier must have a Bank Account for the payment.
- Supplier shall submit together with the RFQ the following:**
 - PhilGEPS Registration No./Organization No.**
 - Mayor’s/Business Permit (Complete Set)**
 - 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 | Procurement of service provider for the catering services for the conduct of Evaluation of CHED as an External Quality Assurance Agency by the ASEAN Quality Assurance Network (AQAN) | | | | |
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| | Technical Specifications | | | | |
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| | 1. Date: June 20-22, 2022 | | | | |
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| | 2. Venue: CHED Auditorium | | | | |
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| | 3. No. of pax: 33 pax | | | | |
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| | 4. Catering services | | | | |
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| | 5. Requirements: June 20-22, 2022 Meals AM Snacks for 33 pax Assorted sliced fresh fruits, cookies/chips, tea and brewed coffee Buffet Lunch for 33 pax Appetizer (salad), 3 main course (beef, chicken, fish), western vegetables, rice, dessert and unlimited juice/soda PM Snacks for 33 pax Chips, cookies, biscuits, tea and brewed coffee Full catering service with servers | | | | |
| | | | | | |
| | 6. Other Requirements: Free flowing tea and brewed coffee Free mints/nuts No pork on the menu 1 rectangular table with floor- length table cloth for 6 pax (approximately) 2 rectangular tables with floor- length table cloth for 10 pax (approximately) 1 round table for 8 pax with floor- length table cloth 33 monoblock chairs with cloth and ribbon No advance deposit required Billing Statement is to be settled forty five (45) days after receipt of the statement of account | | | | |

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|--|---|--|--|--|--|
| | <p>Quotation should be VAT inclusive and other government taxes</p> <p>Mode of payment: Send bill</p> | | | | |
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| | <p>PLEASE DOWNLOAD THE ATTACHED ASSOCIATED COMPONENT (REQUEST FOR QUOTATION FORM)</p> | | | | |

*Request for Quotation No. **RFQ2022-06-073 HEDF***

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 Purchase Order (P.O.) after evaluation by the Bids and Awards Committee (BAC).

PhilGEPS INFORMATION:

PhilGEPS Solicitation No. **RFQ2022-06-073 HEDF**

Reference No.

Published Date: **June 12, 2022**

Closing Date: **June 15, 2022 – 9:00 AM**