



## ***Request for Quotation (RFQ)***

Date: **July 12, 2022**  
 Quotation No. **RFQ2022-07-093 HEDF**

REQUISITIONING OFFICE/END USER	CHED- IAS
APPROVED BUDGET FOR THE CONTRACT (ABC)	<b>Nine Hundred Eighty Four Thousand Seven Hundred Pesos (P984,700.00)</b>
FUNDING SOURCE	HEDF FUNDED
<b>COMPANY NAME:</b> <b>ADDRESS:</b> <b>TEL NO. / FAX NO:</b> <b>CONTACT PERSON:</b>	
<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 <b>SEALED</b> quotation duly signed by your representative not later than <b>July 18, 2022 at 9:00 AM</b> 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 **1 day** 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	<b>Procurement of food and venue for ASEAN Awards Night</b>				

	Technical Specifications:				
	1. 5 Star Hotel within NCR				
	2. Date: August 26, 2022				
	3. Meals				
	Lunch – 40 pax should be served (Buffet Style)				
	Cocktails – 180 pax should be served (Buffet Style)				
	Dinner – 250 pax should be served (Plated)				
	Open Bar during Dinner onwards (ordered and served)				
	Bottled Water for 250 pax should be served				
	Free flowing coffee and tea for the whole duration (ordered and served)				
	Function Room				
	4. Venue should provide the following:				
	Red Carpet				
	Two (2) Podiums				
	Lights and Sound System				
	Five (5) Wired Microphones				
	Five (5) Wireless Microphones				
	Registration Table				
	Holding Area				
	Table with name plates				
	Filipiniana theme decorations				
	Table for trophies				
	Extension cords				
	Dinner table with center pieces				
	Tech booth				
	TV for AVP (registration table)				
	Strong wifi connection				
	AV Tech specialist on site				
	At least 9" x 12" LED Wall				

	<p>5. Venue should provide the following:</p> <p>Stage at least 2ft height, 40 ft width and length</p> <p>10% of the guaranteed number of attendees will have complimentary parking pass</p>				
	6. Compliant with IATF Rules and Safety Seal				
	7. Send bill arrangement				
	8. Inclusive of VAT and other government charges				

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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: **July 12, 2022**

Closing Date: **July 18, 2022 – 9:00 AM**