



Request for Quotation (RFQ)

Date: **July 12, 2022**
 Quotation No. **RFQ2022-07-094 GAA**

REQUISITIONING OFFICE/END USER	CHED- IAS
APPROVED BUDGET FOR THE CONTRACT (ABC)	Four Hundred Sixteen Thousand Pesos (P416,000.00)
FUNDING SOURCE	GAA 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 July 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.</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 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 IAS Mid-Year Assessment FY 2022				

	Technical Specifications:				
	1. Date: July 20-22, 2022				
	2. Location: Within Angeles City Pampanga				
	3. No. of pax: 40				
	4. Accommodation 19 Twin Sharing Rooms 2 Single Rooms				
	5. Food July 20, 2022 AM Snacks for 40 packs (Plated) Lunch for 40 pax (Plated) PM Snacks for 40 pax (Plated) Dinner for 40 pax (Plated) July 21, 2022 Breakfast for 40 pax (Buffet) AM Snacks for 40 pax (Plated) Lunch for 40 pax (Plated) PM Snacks for 40 pax (Plated) Dinner for 40 pax (Plated) July 22, 2022 Breakfast for 40 pax (Buffet) Am Snacks for 40 pax (Plated) Lunch for 40 pax (Plated) PM Snacks for 40 pax (Plated) Authentic Kapampangan dishes inclusive of one round of drink				

	<p>6. Free use of Function Rooms (July 20 & 21, 2022)</p> <p>Free use of function room (no extra charge in excess of 8 hours) Free use of projector and extension cords, microphones, basic lights and sound system Free flowing coffee, tea and water Free notepads and pens Free candies and nuts Free use of electricity for laptops and printers With strong wifi connection</p>				
	7. No advance deposit required				
	8. Inclusive of VAT and other government charges				
	9. Compliant with IATF Rules and 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: **July 12, 2022**

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