



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: July 14, 2022
Quotation No. RFQ2022-07-097 GAA

REQUISITIONING OFFICE/END USER	CHED-OC
APPROVED BUDGET FOR THE CONTRACT (ABC)	One Hundred Forty Two Thousand Five Hundred Pesos (P142,500.00)
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 July 18, 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 **1 day** 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 Book Launching: CHED The First Twenty-Five Years				

	Technical Specifications				
	1. Date: July 20, 2022				
	2. Venue: CHED Auditorium				
	3. No. of pax: 150 pax				
	4. Catering services				
	5. All foods served must be Halal				
	6. Food				
	Breakfast				
	Packed meals will be served				
	Set Up Area with (Free flowing coffee, Tea or Hot Choco), bottled water, fried/plain rice, 3 main course, dessert (assorted fruits & pastries)				
	AM Snacks				
	To be served per table				
	(Free flowing coffee and tea or Juice), Bottled water, Assorted Fruits, pastries, candies & nuts)				
	Lunch (Buffet Set Up)				
	(Rice, 3 main course (vegetable, fish, meat) soup, salad, fruit in season (at least 3 kinds), soda & bottled water				
	7. Other Requirements:				
	Two (2) standby waiters				
	Arrangement of venue with motif, tables, chairs and presidential table				
	No advance deposit required				
	Quotation should be VAT inclusive and other government taxes				
	Mode of payment: Send bill after completed event				

	PLEASE DOWNLOAD THE ATTACHED ASSOCIATED COMPONENT (REQUEST FOR QUOTATION FORM)				
--	---	--	--	--	--

*Request for Quotation No. **RFQ2022-07-097 GAA***

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. **RFQ2022-07-097 GAA**

Reference No.

Published Date: **July 14, 2022**

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