



Request for Quotation (RFQ)

Date: July 22, 2022

Quotation No. RFQ2022-07-105 HEDF

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| REQUESTIONING OFFICE/END USER | CHED- HEDFS |
| APPROVED BUDGET FOR THE CONTRACT (ABC) | Two Hundred Eighty Three Thousand Seven Hundred Twenty Four Pesos and 67/100 (P283,724.67) |
| 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 26, 2022 at 3:00 PM 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)**
 - 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 Workshop: HEDFS Mid-Year Assessment | | | | |
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| | Technical Specifications: | | | | |
| | 1. Date: August 3-5, 2022 | | | | |
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| | 2. No of pax: 26 pax | | | | |
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| | 3. Location: Batangas | | | | |
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| | 4. Requirements: Live in 2 nights, 3 days Room (Single) (2 pax) Room (Twin Sharing) (18 pax) Room (Triple Sharing) (6 pax) | | | | |
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| | 5. Meals (Buffet) Day 1: Dinner (26 pax) Day 2: Breakfast, AM Snack, Lunch, PM Snack, Dinner (26 pax) Day 3: Breakfast, AM Snack, Lunch (26 pax) | | | | |
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| | 6. Venue: Use of Function Room (complete set up of sound system, projector with flowing coffee/drinks during the seminar, paper & pencil, tarpaulin, etc (Day 2 and Day 3) | | | | |
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| | 7. Free strong wifi connection | | | | |
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| | 8. Inclusive of VAT and other government charges | | | | |
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| | 9. Compliant with IATF Rules and Safety Seal | | | | |
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*Request for Quotation No. **RFQ2022-07-105 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 Contract Agreement after evaluation by the Bids and Awards Committee (BAC).

Published Date: **July 22, 2022**

Closing Date: **July 26, 2022 – 3:00 PM**