



Request for Quotation (RFQ)

Date: **August 4, 2022**
 Quotation No. **RFQ2022-08-110 HEDF**

REQUISITIONING OFFICE/END USER	CHED- OIQAG
APPROVED BUDGET FOR THE CONTRACT (ABC)	Four Hundred Thirty Thousand Pesos (P430,000.00)
FUNDING SOURCE	HEDF 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 August 8, 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 the Orientation of CAO No. 1 s. 2022 on the Evaluation Instrument for the SUCs LUDIP				

	Technical Specifications:				
	1. Date: August 23-25, 2022				
	2. No. of persons: 50				
	3. Location: within 2.75 km radius distance from CHED Central office				
	4. Use of Function Room Good for 50 pax (minimum), well lit and ventilated Classroom type With sound system, electricity outlets With rostrum Complimentary pencils, pads Free flowing coffee, tea and water With or near M/F restroom(s) With alcohol dispenser with built-in temperature scanner with stand				
	5. Accommodation: August 23 and 24, 2022 25 single/twin/triple sharing rooms Average standard room size at least 25 sqm (please indicate)				
	6. Food/Dining August 24, 2022 Complimentary buffet breakfast AM/PM Snacks Buffet/plated lunch Buffet/plated dinner August 25, 2022 Complimentary Buffet Breakfast				
	7. Payments: No downpayment Send bill arrangement Quotation should be VAT inclusive and other government taxes With safety seal certificate				
	8. Other/additional requirements				

	Complimentary wifi access Waived electricity charge, especially for laptops/mobile phones Complimentary use of extension cord(s) Digital widescreen OR projector screen Sound system with at least four (4) microphones With restaurant min. capacity 60 pax, and banquet team Closest proximity to train station and bus/P2P terminals, AT MOST 750 m (please indicate) Should meet the requirements of Appendix C of the IRR of RA 9184 or the Table of Rating Factor for Lease of Venue				

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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: **August 4, 2022**

Closing Date: **August 8, 2022 – 9:00 AM**