



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
BIDS AND AWARDS COMMITTEE

Form: CHED-LRPV2017

Request for Quotation (RFQ)

Date: August 12, 2022
Quotation No. RFQ2022-08-116 HEDF

REQUESTIONING OFFICE/END USER	CHED- OPSD
APPROVED BUDGET FOR THE CONTRACT (ABC)	Two Hundred Eighty Two Thousand Five Hundred Pesos (P282,500.00)
FUNDING SOURCE	GAA 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 August 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.	

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, accommodation and transportation for the conduct of Workshop on the Revision of CMO No. 24, s. 2015, entitled Policies, Standards and Guidelines for Bachelor of Science in Library and Information Science Program				

	Technical Specifications:				
	1. Date: August 29-31, 2022				
	2. Food, venue, accommodation and transportation				
	3. Preferred Venue: Subic Bay, Freeport Zone				
	4. No. of pax: Twenty Five (25) pax				
	5. Accommodation Check in: August 29, 2022 Check out: August 31, 2022 Twin Sharing Accommodation				
	6. Meals August 29, 2022 Breakfast – Good for 25 pax AM Snack – Good for 25 pax Buffet Lunch – Good for 25 pax PM Snack – Good for 25 pax Buffet Dinner - Good for 25 pax August 30, 2022 Breakfast – Good for 25 pax AM Snacks – Good for 25 pax Buffet Lunch – Good for 25 pax PM Snacks – Good for 25 pax Buffet Dinner – Good for 25 pax August 31, 2022 Breakfast – Good for 25 pax AM Snacks – Good for 25 pax Family Style Lunch - Good for 25 pax Plated PM Snacks – Good for 25 pax For lunch and dinner 3 main course, 1 vegetable, dessert, rice, assorted fruits and unlimited iced tea				

	<p>7. Venue:</p> <p>Free use of function room (no extra charge in excess of 8 hours) Free use of projector and extension cords Free flowing coffee, tea and water Free notepads and pens Free candies and nuts Free use of electricity for laptops and printer With strong wifi connection</p>				
	<p>8. Transportation</p> <p>At least 3 vans for 22 participants With good airconditioning and with headrest</p>				
	<p>9. Other requirements</p> <p>VAT inclusive and other government charges/taxes</p> <p>Compliant with IATF Rules and with Safety Seal</p>				

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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 12, 2022**

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