



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 18, 2022
Quotation No. RFQ2022-08-121 HEDF

REQUESTIONING OFFICE/END USER	CHED- OIQAG
APPROVED BUDGET FOR THE CONTRACT (ABC)	Two Hundred Fifty Nine Thousand Four Hundred Pesos (P259,400.00)
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 August 23, 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:

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 Focus Group Discussion with the Autonomous and Deregulated Philippine Higher Education Institutions				

	Technical Specifications:				
	<p>1. Accommodation (including Breakfast)</p> <p>4 rooms (2 single, 2 twin sharing separate beds)</p> <p>Check in: September 6, 2022 Check Out: September 8, 2022</p>				
	<p>2. Meals requirements:</p> <p>September 6, 2022 (good for 6 pax) Plated Dinner</p> <p>September 7, 2022 (good for 110 pax) AM & PM Snacks with cold drinks Buffet Lunch (at least 3 main course, fish Not cream dory and Tilapia, beef, pork, with vegetables, dessert and cold drinks)</p> <p>September 7, 2022 (good for 6 pax) Plated Dinner</p>				
	<p>3. Function Room requirements:</p> <p>2 meeting rooms, both rooms good for 30 pax 1 function room, good for 110 pax *The function room will be used for dining area for lunch) 11 hours use of meeting rooms on September 7, 2022 (from 7am to 6pm) 3 hours use of function room on September 7, 2022 (from 11 am to 2pm) With wifi access/internet connection Free flowing brewed coffee, tea, chips or nuts during the duration of the event Well-lighted, ventilated and standard high ceiling Free form obstruction such as large post</p>				
	<p>4. Table Arrangement</p> <p>Presidential Table (seminar type) with one secretariat table</p>				

	<p>5. Additional requirements</p> <p>Parking provision Whiteboard, marker and eraser, screen projector Electricity, extension wires/power cables 2 microphones and basic PA system Secretariat table Wifi access Safety seal certificate Inclusive of VAT and other government taxes</p> <p>Mode of payment: send bill arrangement</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 18, 2022**

Closing Date: **August 23, 2022 – 3:00 PM**