



REQUEST FOR QUOTATION NO.: 2022-01-002

Date: January 27, 2022

Procurement Title : **One (1) Lot Lease of Venue for the Awarding Ceremony of the Migration Advocacy and Media (MAM) Awards and Himigrasyon Song Writing Contest to be held on March 16, 2022**

Purchase Request (PR) No. : **2022-01-005**
Approved Budget for the Contract : **Php 284,680.80**

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **2nd floor, Administrative and Finance Division, Citigold Center II, 1388 F. Icasiano St. cor. F. Gernale St. Paco, Manila** on or before **February 03, 2022, 1:00 P.M.**

I. General Terms and Condition:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (70) calendar days from the date of submission;
3. Quotations should be inclusive of all cost and applicable taxes;
4. The following documents should be submitted along with the sealed quotation:
 - PhilGEPS Registration Number/Certificate
 - Mayor's/Business Permit
 - BIR Form 2303 Certificate
 - SEC or DTI Certificate
 - Notarized Omnibus Sworn Statement
 - Brochure
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.



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COMMISSION ON FILIPINOS OVERSEAS
KOMISYON SA MGA FILIPINO SA IBAYONG DAGAT



COMPANY NAME : _____
ADDRESS : _____
PhilGEPS REGISTRATION NO.: _____ VALID UNTIL: _____

ITEM DESCRIPTION	TOTAL COST	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/ OFFER AMOUNT
One (1) Lot Lease of Venue for the Awarding Ceremony of the Migration Advocacy and Media (MAM) Awards and Himigrasyon Song Writing Contest to be held on March 16, 2022	₱ 284,680.80	₱ 284,680.80	

SPECIFICATIONS:

- Venue for 100 pax
- Plated full-course dinner for 100 pax

Banquet inclusions:

- Venue rental
- Audio lights and Video system
- Stage, Podium/rostrum with microphone and Trusses
- Dedicated technician for the whole duration of stay
- Registration and secretariat area
- Standard physical arrangement (floral tables)
- Standard floral arrangement

DATE AND TIME OF EVENT : March 16, 2022
2:00 PM - 9:00 PM (Including ingress, actual ceremony and egress)

After careful evaluation of the General Terms and Conditions, Specifications and Date and Time of Event, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: _____
Email Address : _____
Date : _____

For Further information, please refer to:

KEESHIA MAE ACEDERA

Procurement Officer

Email: bac.secretariat@cfo.gov.ph

Tel. No: [8552-4792](tel:8552-4792)



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