



REQUEST FOR QUOTATION NO.: 2022-03-011

Date: March 24, 2022

Procurement Title : **Procurement of Lease Venue with Food and Accommodation for the conduct of CFO Strategic Planning for FY 2022**

PR No. : **2022-03-026**

Approved Budget for the Contract : **Php 450,000.00, VAT INCLUSIVE**

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, New Golden City Builders Building, 1388 F. Icasiano St. cor. F. Gernale St. Paco, Manila** on or before **March 31, 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 (30) 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
 - Income / Business Tax Returns
 - Notarized Omnibus Sworn Statement
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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KOMISYON SA MGA FILIPINO SA IBAYONG DAGAT



COMPANY NAME : _____
ADDRESS : _____
PhilGEPS REGISTRATION No.: _____

VALID UNTIL: _____

ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/ OFFER AMOUNT (VAT INCLUSIVE)
<p>Procurement of Lease of Venue with Food and Accommodation for the conduct of CFO Strategic Planning for FY 2022.</p> <p>General Requirements:</p> <ul style="list-style-type: none">• Price package Quotation for Two (2) days and One (1) night;• Event Date: Tuesday and Wednesday, April 19-20, 2022;• Location is in Bataan Area;• Number of participants: 40 pax• Designated parking space for 1 bus and 4 SUV's• Complementary Welcome Banner (1.5 x 2.5 meters)• Quoted price shall be inclusive of all applicable government taxes and service charges; <p>Special Requirements</p> <ul style="list-style-type: none">• Venue - The service provider shall provide the venue for various activities for the duration of the events.• Air-conditioned function room that can accommodate 40 pax with enough space to break into small groups;• Table and chairs, classroom type with Audio and visual equipment with 3 microphones; and• Adequate to strong Wi-Fi internet connection.• Accommodation - The service provider shall provide one (1) night/two (2) days accommodation with the following requirements.• Three (3) - Single Occupancy (Premier Room)• Ten (10) Quadruple Occupancy <p>Clean toilet and bath in each room, furnish with television, closet, beddings, towels and basic toiletries; and;</p> <ul style="list-style-type: none">• Food/Meals - The service provider shall meet the following requirements for 40 pax• Free-flowing coffee and purified drinking water during the activity.• Day 1: Managed Buffet Lunch, PM Snack and Managed Buffet Dinner• Day 2: Breakfast, AM Snack and Managed Buffet Lunch.• Proposed Menu or Food choices shall be attached to the proposal and to be approved by CFO Technical Working group Committee; and• Designated banquet area / hall for CFO participants during meal time.	<p>Php 450,000.00</p>	





After careful evaluation of the General Terms and Conditions, Technical Specifications, and Delivery Schedule, 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 L. ACEDERA

Procurement Officer

Email: bac.secretariat@cfo.gov.ph

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



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