



**REQUEST FOR QUOTATION NO.: 2022-03-012**

Date: March 29, 2022

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

**PR No.** : **2022-03-028**

**Approved Budget for the Contract** : **Php 750,000.00, 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 **April 5, 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.



**ANNEX "A"**

**Technical Specifications**

**Procurement of Lease of Venue with Food and Accommodation for the conduct of CFO Team Building for FY 2022**

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 Team Building for FY 2022.</p> <p><b>General Requirements:</b></p> <ul style="list-style-type: none"><li>• Price package Quotation for Two (2) days and Two (2) nights;</li><li>• Event Date: Thursday - Saturday, May 12-14, 2022 (Tentative);</li><li>• Location is in <b>Baguio Area</b>;</li><li>• Number of participants: <b>132 pax</b></li><li>• Designated parking space for 3 buses and 4 SUV's</li><li>• Complementary Welcome Banner (1.5 x 2.5 meters)</li><li>• Quoted price shall be inclusive of all applicable government taxes and service charges;</li></ul> <p><b>Special Requirements</b></p> <ul style="list-style-type: none"><li>• Venue - The service provider shall provide the venue for various activities for the entire duration of the events. In case of bad weather conditions that conducting outdoor activities become impartible, outdoor activities shall be conducted in a covered area. Below are the minimum requirements.</li></ul> <p><b>OUTDOOR:</b></p> <ul style="list-style-type: none"><li>• Holding area for the participants upon arrival; Outdoor area for the opening ceremony and team building activities;</li></ul> <p><b>INDOOR:</b></p> <ul style="list-style-type: none"><li>• Air-conditioned function room that can accommodate 132 pax with enough space to break into small groups;</li><li>• Table and chairs, classroom type with Audio and visual equipment with 3 microphones; and</li><li>• Adequate to strong Wi-Fi internet connection.</li></ul>	<p><b>Php 750,000.00</b></p>	



#### Accommodation

The service provider shall provide two (2) night/two (2) days accommodation with the following requirements.

- Three (3) - Premier Room (Single) Queen-size bed
- Three (3) – Superior Room (Triple Sharing) Queen-size bed
- One (1) Bedroom (Quadruple) Queen-size bed
- Nineteen (19) TWO Bedroom – Sextuple Queen-size bed

Clean toilet and bath in each room, furnish with television, closet, beddings, towels and basic toiletries; and;

#### FOOD / MEALS:

**Day 1:** Assisted Buffet Dinner

**Day 2:** Assisted Buffet Breakfast, AM Snack, Assisted Buffet Lunch, PM Snacks, and Assisted Buffet Dinner

**Day 3:** Assisted Buffet Breakfast, AM Snack and Assisted Buffet Lunch.

- Free-flowing coffee and purified drinking water during the activity.
- 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.

Note: Emergency Power / Back-up Power Generator. The venue must have a standby/back-up electrical system in case power shortage during the event.

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](mailto:bac.secretariat@cfo.gov.ph)

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

