



REQUEST FOR QUOTATION NO.: 2022-05-018

Date: May 26, 2022

Procurement Title : **Procurement of Training Service Provider for the Conduct of Online Content Writing Workshop on 21 to 23 June 2022 for Ninety Five (95) attendees as Requested by the Project Management Division (PMD)**

Purchase Request No. : **2022-05-040**

Approved Budget for the Contract : **PhP 199,500.00 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 **June 02, 2022, 09:00 A.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;**
 - **SEC or DTI Certificate;**
 - **Notarized Omnibus Sworn Statement;**
 - **Corporate/Business Profile;**
 - **Statement of Ongoing and Completed Projects;**
 - **Curriculum Vitae and Certificates of Trainers; and**
 - **Proposed Course Outline/Training Program per day**
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 (VAT INCLUSIVE)	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/ OFFER AMOUNT (VAT INCLUSIVE)
One (1) lot Procurement of Training Service Provider for the Conduct of Online Content Writing Workshop on 21 to 23 June 2022 for Ninety Five (95) attendees as Requested by the Project Management Division (PMD)	PhP 199,500.00	PhP 199,500.00	

TRAINING INCLUSIONS

- Speaker/Trainer
- Program Design and Execution
- Certificates of Completion
- Training Kit

TRAINING CONTENT INCLUDES

- Content Writing 101
- Grammar Techniques for Writers
- Digital Content Strategies
- Value Driven Content
- Writing Pitch for Different Tasks

SCHEDULE

Training Dates: June 21-23, 2022

Time: 9:00 AM to 12 NN

After careful evaluation of the General Terms and Conditions, Technical Specifications, and 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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