



REQUEST FOR QUOTATION NO.: 2022-05-018

Date: May 30, 2022

Procurement Title : Lease of Venue Including Meals for One Hundred Fifty (150) Attendees of the 42nd Anniversary of the Commission on Filipinos Overseas

Purchase Request No. : 2022-05-041

Approved Budget for the Contract : PhP 240,000.00 (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 **June 03, 2022, 10:00 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;**
 - **Income/Business Tax Return; and**
 - **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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COMMISSION ON FILIPINOS OVERSEAS
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)
Lease of Venue Including Meals for One Hundred Fifty (150) Attendees of the 42 nd Anniversary of the Commission on Filipinos Overseas	PhP 240,000.00	

INCLUSIONS

- Use of Function Room for 150 pax
- Stage, Podium/Rostrum with microphone
- Registration and Secretariat Area
- Standard Physical Arrangement
- Standard Floral Arrangement
- Buffet for 150 pax
 - Rice
 - Pasta
 - Soup
 - Salad
 - 1 dish of fish, 1 dish of pork, 1 dish of chicken, and 1 dish of beef
 - 2 Desserts
 - Iced Tea
 - Coffee

SCHEDULE

Date: June 16, 2022

Time: 5:00 PM

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

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



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