



REQUEST FOR QUOTATION NO.: 2022-06-027

Date: June 15, 2022

Procurement Title : Lease of Hotel Venue with Banquet Service for the conduct of Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO) Awarding Ceremony and Testimonial Dinner

Purchase Request No. : 2022-06-057

Approved Budget for the Contract : PhP 985,000.00 (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. Paco, Manila** on or before **June 20, 2022, 02:00 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 or during offer/bid evaluation**:
 - 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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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 Hotel Venue with Banquet Service for the Conduct of the Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO) Awarding Ceremony and Testimonial Dinner	PhP 985,000.00	

INCLUSIONS

- Rental of Function Room (04:00 PM – 10:00 PM excluding ingress)
- Cocktail Reception for 250 pax
- Dinner 250 pax (with options for 4-course set menu and buffet)
- Stage, rostrum, with microphones
- Round tables set up for dinner (social distancing)
- Cocktail tables for reception
- Registration and secretariat area
- Standard physical arrangement
- Standard floral arrangement

SCHEDULE

Date: June 29, 2022

Time: 04:00 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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