



**REQUEST FOR QUOTATION NO.: 2022-06-030**

Date: June 16, 2022

**Procurement Title** : Rental of Venue, Accommodation and Banquet Services for the MISD Stress Debriefing.

**Purchase Request No.** : 2022-06-058

**Approved Budget for the Contract** : PhP 75,250.00 (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 21, 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 bid/offer evaluation** :
  - **PhilGEPS Registration Number/Certificate;**
  - **Mayor's/Business Permit;**
  - **BIR Form 2303 Certificate;**
  - **SEC or DTI Certificate; 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.



COMPANY NAME : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
PhilGEPS REGISTRATION No.: \_\_\_\_\_ VALID UNTIL: \_\_\_\_\_

ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/ OFFER AMOUNT (VAT INCLUSIVE)
Rental of Venue, Accommodation and Banquet Services for the Stress Debriefing of Management Information Systems Division (MISD).	PhP 75,250.00	

### PACKAGE INCLUSIONS

#### **General Requirements:**

- Price package Quotation for Two (2) days and One (1) night;
- Event Date: July 8-9, 2022;
- Location is in **Tarlac Area**;
- Number of participants: **28 pax**
- Designated parking space for 4 SUV's
- Quoted price shall be inclusive of all applicable government taxes and service charges;

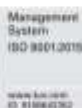
#### **Special Requirements**

- Venue - The service provider shall provide the venue for Stress Debriefing Seminar with Projector and Basic Sound Systems (9am to 8pm).
- Air-conditioned function room that can accommodate 28 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.
- Free Swimming Pool Access.
- Accommodation - The service provider shall provide one (1) night/two (2) days accommodation with the following requirements.
  - One (1) Family Room - Good for 6 pax
  - Seven (7) Standard Rooms – Good for 3 pax/room

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

- Food/Meals - The service provider shall meet the following requirements for 28 pax
- Free-flowing coffee and purified drinking water during the activity.
- Day 1: AM Snacks, Managed Buffet Lunch, PM Snack and Managed Buffet Dinner
- Day 2: Breakfast and AM Snack.
- 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.





**SCHEDULE: 30 calendar days upon receipt of a copy of the Notice to Proceed**

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

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