



REQUEST FOR QUOTATION NO.: 2023-02-001

Date: February 05, 2023

Procurement Title : Rental of Function Room, Provision of Meals and Room Accommodation for the Conduct of CFO's Process Review of Hybrid Frontline Service on February 15-16, 2023

Purchase Request No. : 2023-01-001

Approved Budget for the Contract : PhP 150,000.00 (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. Gernale corner F. Icasiano St. Paco, Manila** on or before **February 09, 2023, 01:00 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;
 - Notarized Omnibus Sworn Statement;
 - Copy of any Valid ID of the Authorized Representative;
 - Hotel Brochure; and
 - Food Menu
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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COMPANY NAME : _____
ADDRESS : _____
PhilGEPS REGISTRATION No.: _____ VALID UNTIL: _____

ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/ OFFER AMOUNT (VAT INCLUSIVE)
Rental of Function Room, Provision of Meals and Room Accommodation for the Conduct of CFO's Process Review of Hybrid Frontline Service on February 15-16, 2023	Php 150,000.00	
Specifications:		
▪ Date and Time of the event: 15-16 February 2023		
▪ Location: Manila		
▪ No. of attendees: 23 pax		
Inclusions:		
▪ Use of function room with complete materials for 2 days: ▪ PA sound system with 2-3 microphones ▪ LCD projector and screen ▪ White board/Flip chart with markers ▪ Note pads and pencils ▪ Complimentary Wi-Fi at the assigned function room ▪ Complimentary parking spaces for 4 cars		
Meals and Snacks:		
February 15-16:		
▪ Buffet Breakfast, AM Snacks, Buffet Lunch, PM Snacks and Buffet Dinner ▪ Free flowing coffee, tea and service water		
Rooms:		
▪ 1 Room - Single Occupancy ▪ 11 rooms - Twin Sharing Occupancy		

After careful evaluation of the General Terms and Conditions, Specifications, Inclusions, Meals and Snacks and Rooms, 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 : _____





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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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www.tuv.com
ID 9108642352

Tel: (+632) 552-4700 (connecting all depts.) • Fax: (+632) 561-8332

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Citigold Center, 1345 President Quirino Avenue cor. President Osmeña Highway, Manila 1007, Philippines