



REQUEST FOR QUOTATION NO.: 2024-04-021

Date: April 25, 2024

Procurement Title : On-site Training Provider for Monitoring and Evaluation Training and Workshop for BaLinkBayan Officers on June 25 to 27, 2024 for Fifteen (15) pax

Purchase Request Nos. : 2024-04-090

Approved Budget for the Contract : Php 200,000.00 (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 **21st floor, Administrative and Finance Division, The Upperclass Tower, Quezon Avenue, cor Sct. Reyes St, Diliman, Quezon City** or you can send your files via email at bac.secretariat@cfo.gov.ph on or before **May 06, 2024; 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;**
 - **Notarized Omnibus Sworn Statement;**
 - **Copy of any Valid ID of the Authorized Representative;**
 - **Training or Course Outline**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : _____
 ADDRESS : _____
 PhilGEPS REGISTRATION No.: _____ VALID UNTIL: _____

ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/ OFFER AMOUNT (VAT INCLUSIVE)
<p>On-site Training Provider for Monitoring and Evaluation Training and Workshop for BaLinkBayan Officers on June 25 to 27, 2024 for Fifteen (15) pax</p> <p>WORKSHOP PROPER:</p> <p>Title: Workshop on M&E Tool for BaLinkBayan Project</p> <p>Duration: 3 half-days (June 25-27, 2024)</p> <p>Time: 1:00 PM – 5:00 PM</p> <p>Location: CFO Quezon City Office</p> <p>No. of attendees: 15 pax</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Collaboratively design a comprehensive M&E framework tailored to the BaLinkBayan Project objectives and outcomes • Provide practical guidance on designing effective M&E frameworks • Define key performance indicators (KPIs) and data collection methods • Develop data collection instruments and reporting templates • Establish data analysis and reporting processes • Create an implementation plan for integrating the M&E tool into project activities <p>Delivery Method: Facilitated group discussions, hands-on exercises, brainstorming sessions, and template development</p> <p>Materials: Flip charts, whiteboards, laptops, projectors, stationery, sample M&E tools</p> <p>Facilitator: M&E specialist with experience in designing M&E frameworks for similar projects and a background in government development projects</p>	1 lot	PHP 200,000.00	
TOTAL AMOUNT		PHP 200,000.00	

Training Schedule: 25-27 June 2024

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