



**REQUEST FOR QUOTATION NO.: 2024-08-058**

Date: August 20, 2024

**Procurement Title** : Rental of Photobooth for BaLinkBayan Stakeholders Conference

**Purchase Request No.** : 2024-08-173

**Approved Budget for the Contract** : Php 50,000.00 (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. Sgt. Reyes St., Diliman, Quezon City** or you can send your files via email at [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph) on or before **August 26 2024; 10:00 A.M.**

**Documents submitted via email should be password-protected. Passwords should be given to the BAC Secretariat on the opening date by the bidder's representatives attending via ZOOM.**

**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;**
  - **Company Profile and/or portfolio/previous clients with pictures in submission of documents**
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** : \_\_\_\_\_  
**PhiIGEPS REGISTRATION No.:** \_\_\_\_\_ **VALID UNTIL:** \_\_\_\_\_

| ITEM DESCRIPTION   | QUANTITY | APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE) | QUOTATION/OFFER AMOUNT (VAT INCLUSIVE) |
|--|----------|--|--|
| <b>Rental of Photobooth for BaLinkbayan Stakeholders Conference in Crimson Hotel Alabang, Muntinlupa City</b>  | 1 lot    | PHP 50,000.00                                    |  |
| <b>Photobooth Package with the following inclusions:</b> <ul style="list-style-type: none"> <li>• Interactive Photobooth with live view function</li> <li>• With high-speed printer and DSLR Camera</li> <li>• Customized templates (design to be provided by CFO)</li> <li>• Unlimited 4R photo print outs (designs to be provided by CFO)</li> <li>• Unlimited photo magnets (as an option)</li> <li>• Access to online gallery</li> <li>• Customized backdrop (designs to be provided by CFO)</li> <li>• Onsite operator for attendees</li> <li>• For 7 hours on August 28, 2024 (one day) in Muntinlupa City (9:00 am – 4:00 pm)</li> <li>• Transportation fees and meal of staff</li> </ul> |          |  |  |
| <b>TOTAL AMOUNT</b>  |          | <b>PHP 50,000.00</b>                             |  |

**Event Schedule: 28 August 2024**

After careful evaluation of the General Terms and Conditions, Specifications, and Event 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)