



**REQUEST FOR QUOTATION NO.: 2023-04-010**

Date: April 11, 2023

**Procurement Title** : Rental of Function Room, Provision of Meals and Room Accommodation for the Conduct of CFO FY2024 Work Plan and Top Management Team Building

**Purchase Request No.** : 2022-04-046

**Approved Budget for the Contract** : PhP 325,000.00 (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 Icasiano Street., corner Union Street, Paco, Manila** on or before **April 17, 2023; 08:00 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 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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**COMMISSION ON FILIPINOS OVERSEAS**  
**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)
<b>Rental of Function Room, Provision of Meals and Room Accommodation for the Conduct of CFO FY2024 Work Plan and Top Management Team Building</b> <b>Specifications:</b> <ul style="list-style-type: none"> <li>▪ <b>Date and Time of the event:</b> April 19-22, 2023</li> <li>▪ <b>Location:</b> Cordova, Cebu</li> <li>▪ <b>No. of attendees:</b> 24 pax</li> </ul> <b>Inclusions:</b> <ul style="list-style-type: none"> <li>▪ Use of function room on April 19-20, 2023</li> <li>▪ PA sound system with 2-3 microphones</li> <li>▪ LCD projector and screen</li> <li>▪ Note pads and pencils</li> <li>▪ Complimentary Wi-Fi at the assigned function room</li> </ul> <b>Meals and Snacks:</b> <b>April 19</b> <ul style="list-style-type: none"> <li>▪ PM Snacks, Dinner Plated</li> <li>▪ Free flowing coffee, tea and service water</li> </ul> <b>April 20</b> <ul style="list-style-type: none"> <li>▪ AM Snacks, Lunch Plated, PM Snacks, Dinner Plated</li> <li>▪ Free flowing coffee, tea and service water</li> </ul> <b>Accommodation:</b> <ul style="list-style-type: none"> <li>▪ 3 VIP Rooms</li> <li>▪ 9 Double Occupancy Rooms</li> <li>▪ 1 Triple Occupancy</li> </ul>	<b>Php 325,000.00</b>	

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 : \_\_\_\_\_





For Further information, please refer to:

**KEESHIA MAE L. ACEDERA**

Procurement Officer

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