



REQUEST FOR QUOTATION NO.: 2023-04-016

Date: April 19, 2023

Procurement Title : **Rental of Function Room with Meals and Accommodation for the Conduct of CFO Team Building**

Purchase Request No. : **2023-04-053**

Approved Budget for the Contract : **PhP 990,000.00 (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 27, 2023; 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 or during bid/offer evaluation**:
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate;**
 - **Income/Business Tax Return**
 - **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)
Rental of Function Room with Meals and Accommodation for the Conduct of CFO Team Building Specifications: <ul style="list-style-type: none"> ▪ Date and Time of the event: May 19-21, 2023 ▪ Location: Batangas Area / Subic Area ▪ No. of attendees: 130 pax Inclusions: <ul style="list-style-type: none"> ▪ Use of fully air-conditioned function room that can accommodate 130 pax, with enough space to break into small groups on May 19-21; ▪ PA Sound system with 2-3 microphones; ▪ LCD projector and screen; ▪ Complimentary WiFi at the assigned function room; ▪ Complimentary Parking Slots for attendees ▪ Accommodation for 130 pax (with complimentary breakfast on day 2 and 3) Meals and Snacks: May 19, 2023 <ul style="list-style-type: none"> ▪ AM Snacks, Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner ▪ Free flowing coffee, tea and service water May 20, 2023 <ul style="list-style-type: none"> ▪ Breakfast, AM Snacks, Managed Buffer Lunch, PM Snacks and Managed Buffet Dinner ▪ Free flowing coffee, tea and service water May 21, 2023 <ul style="list-style-type: none"> ▪ Breakfast, AM Snacks, Managed Buffet Lunch ▪ Free flowing coffee, tea and service water Accommodation: <ul style="list-style-type: none"> ▪ 5 VIP Rooms (with complimentary breakfast) ▪ 35 Triple Occupancy Rooms (with complimentary breakfast) 	Php 990,000.00	

After careful evaluation of the General Terms and Conditions, Specifications and Inclusions, 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
Tel. No: [8552-4792](tel:8552-4792)

