



**REQUEST FOR QUOTATION NO.: 2023-05-023**

Date: May 16, 2023

**Procurement Title : Rental of Two (02) 49 Seater Bus for the Conduct of CFO Team Building**

**Purchase Request No. : 2023-05-068**

**Approved Budget for the Contract : PhP 98,000.00 (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 **May 22, 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;**
  - **Notarized Omnibus Sworn Statement;**
  - **OR/CR of Bus being offered;**
  - **Pictures of Bus being offered; and**
  - **Copy of any Valid ID of the Authorized Representative**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.





COMPANY NAME : \_\_\_\_\_  
 ADDRESS : \_\_\_\_\_  
 PhilGEPS REGISTRATION No.: \_\_\_\_\_ VALID UNTIL: \_\_\_\_\_

ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (VAT Inclusive)	BID OFFER TOTAL COST (VAT Inclusive)
<b>Rental of Two (02) 49 Seater Bus for the Conduct of CFO Team Building</b> <b>Specifications:</b> <ul style="list-style-type: none"> <li>• 49 seater</li> <li>• Fully Air-conditioned</li> <li>• Roadworthy</li> <li>• Drop and Pick up or Pick up and Wait</li> <li>• Team Building schedule: May 26-28, 2023</li> <li>• Pick up point (May 26, 2023): Commission on Filipinos Overseas, Citigold Center 1345 Qurino Ave. cor. Osmeña Highway, Paco, Manila</li> <li>• Destination: Forest Crest Nature Hotel &amp; Resort, Nasugbu, Batangas</li> <li>• Drop off: (May 28, 2023): Commission on Filipinos Overseas, Citigold Center 1345 Qurino Ave. cor. Osmeña Highway, Paco, Manila</li> </ul> <b>Inclusions:</b> <ul style="list-style-type: none"> <li>• Driver's Fee</li> <li>• Driver's Meal</li> <li>• Fuel</li> <li>• Parking Fee</li> <li>• Toll Fee</li> </ul>	Php 98,000.00	

After careful evaluation of the General Terms and Conditions, Specifications, and Inclusions of the requirement, 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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