



**REQUEST FOR QUOTATION NO.: 2023-06-031**

Date: June 08, 2023

**Procurement Title** : **Rental of Function Room with Banquet Service for the Conduct of the 43<sup>rd</sup> Anniversary of the Commission on Filipinos Overseas**

**Purchase Request No.** : **2023-06-093**

**Approved Budget for the Contract** : **PhP 450,000.00 (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/certified true copy of the 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 **June 15, 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;**
  - **Hotel Brochure;**
  - **Food Menu;**
  - **Original Layout of the Function Room; 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.





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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 with Banquet Service for the Conduct of the 43<sup>rd</sup> Anniversary of the Commission on Filipinos Overseas</b> <b>Specifications:</b> <ul style="list-style-type: none"> <li>▪ <b>Date and Time of the Event:</b> June 29, 2023; 05:00 PM to 10:00 PM (excluding ingress and egress)</li> <li>▪ <b>Location:</b> Metro Manila Area</li> <li>▪ <b>No. of attendees:</b> 150 pax</li> <li>▪ <b>Setup:</b> Round table setup (social distancing)</li> </ul> <b>Inclusions:</b> <ul style="list-style-type: none"> <li>▪ Use of fully air-conditioned function room that can accommodate 150 pax;</li> <li>▪ Stage and Podium;</li> <li>▪ PA Sound system with 3-4 microphones;</li> <li>▪ LCD projector and screen;</li> <li>▪ Stage/Area for a 6 member band;</li> <li>▪ Registration area;</li> <li>▪ Standard physical arrangement;</li> <li>▪ Standard floral arrangement;</li> <li>▪ Complimentary Secretariat/Holding Room area;</li> <li>▪ Complimentary WiFi at the assigned function room;</li> <li>▪ Complimentary Room for the Secretary;</li> <li>▪ Complimentary Parking Slots for attendees</li> </ul> <b>Banquet:</b> <ul style="list-style-type: none"> <li>▪ Dinner for 150 pax (with options for a 4-course set menu and buffet)</li> <li>▪ Free flowing coffee, tea and water</li> </ul>	<b>Php 450,000.00</b>	

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 contact **Ms. Keeshia Mae L. Acedera** via email at: [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph) or [kacedera@cfo.gov.ph](mailto:kacedera@cfo.gov.ph) or via phone at Tel. No: [8552-4792](tel:8552-4792)

