



REQUEST FOR QUOTATION NO.: 2023-09-063

Date: September 21, 2023

Procurement Title : **Rental of Function Room for 50 pax and Room Accommodation for 2 pax for the conduct of Inter-marriage Seminar in Malay, Aklan**

Purchase Request No. : **2023-08-156**

Approved Budget for the Contract : **Php 170,000.00 (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 brown envelopes**. The first brown envelope (ORIGINAL) 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**, or via email at bac.secretariat@cfo.gov.ph on or before **September 26, 2023, 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 Conditions:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in two (2) sealed brown 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 costs 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; 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)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
Rental of Function Room for 50 pax and Room Accommodation for 2 pax for the conduct of Intermarriage Seminar in Malay, Aklan Specifications: <ul style="list-style-type: none"> ▪ Date of the Function Room Rental: October 18, 2023 ▪ Location: within the vicinity of Malay, Aklan ▪ No. of attendees: 50 pax 	Php 170,000.00	
Rental of Venue Inclusions: <ul style="list-style-type: none"> ▪ Free use of meeting room ▪ Basic sound system (2-3 Microphone, speakers, etc); ▪ LCD projector and screen; ▪ Free use of Wifi; ▪ Paper and Pen/Pencil for 50 pax 		
Meals and Snacks: October 18, 2023 <ul style="list-style-type: none"> ▪ AM snacks, Lunch, Heavy PM Snacks for 50 pax ▪ Free-flowing coffee, tea, and water 		
Accommodation: <ul style="list-style-type: none"> ▪ One (1) Twin Sharing Room ▪ With buffet breakfast for 2 pax on October 18-19 ▪ With airport to hotel and hotel to airport transfer for 2 pax ▪ With toilet and bath amenities 		

Date of Event: 18-19 October 2023

After careful evaluation of the General Terms and Conditions, Specifications, and Delivery Schedule 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

Email: bac.secretariat@cfo.gov.ph or kacedera@cfo.gov.ph

Tel. No: [8552-4792](tel:8552-4792)



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