



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
BIDS AND AWARDS COMMITTEE I



Room 508, 5th Floor Mabini Building, DepED Complex, Meralco Avenue, Pasig City, Philippines

Website: <http://www.deped.gov.ph>; e-mail: deped_procurementservice@yahoo.com

Direct Line: 636-65-43 / Telefax: 636-65-42

Trunk Line: 632-13-61 Local: 2019

Request for Quotation

Date: **November 9, 2009**

Quotation No. **09-11-149 NP**

To all Eligible Service Providers:

- I. Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your quotation at DepED Procurement Service, Rm. 508, 5th Flr., Mabini Bldg., DepED Complex, Meralco Ave., Pasig City. For more information please call DepED-PS at Telephone Nos.: 636-6542, 636-6543, 633-9343 or browse DepED Website. Upon receipt of at least three (3) quotations, the BAC I shall open the quotations. **Prospective provider shall be responsible to verify the quoted items with the DepED Staff Development Division (SDD-HRDS) at Telephone Nos. (02) 633-72-37, 638-86-38.**

JESUS G. GALVAN

Assistant Secretary and BAC I Chairperson

II.

Item No.	ITEMS & DESCRIPTION	No. of Pax (estimated only)	Statement of Compliance (State "Comply" or "Not Comply")	PRICE per PAX per Day
	<p>Provision of venue with board and lodging, accommodations: Training Workshop on Events Management and Protocol for Executive Secretaries</p> <p><u>Requirements/ Amenities</u> Free use of function room for the duration of the seminar/program Big hall, enough to move around (for groupings and training is activity-oriented and interactive), regularly shaped (square/rectangle), minimum floor area of 75 sq. meters, can accommodate 70-100 pax including chairs and writing tables Complete sound system (with operator and technician) Whiteboard with eraser Selection of music (dance, relaxation/mood, sing-along) OHP Screen Backdrop/welcome streamers Standby waiters Free flowing coffee/tea Free use of Hotel vehicle (for emergency purposes) Buffet meals (breakfast, lunch and dinner) with 3 or 4 selection of food (menu to be provided with proposal); includes fruits in season Set snacks (AM and PM)</p> <p>Room Amenities:</p> <ul style="list-style-type: none"> • Clean Rooms (make-up and towel change everyday; refill of toiletries) • Participants: Triple sharing • Speaker/ Facilitators: twin sharing • Cable TV available (optional) • WIFI enabled <p>Others: Elevator service for structure more than 3 floors</p> <p>NOTE: Quotation in excess of Php1,200.00/pax/day shall be rejected.</p>			
1	<p>Date needed : December 8-10, 2009 Location: within the area of Cebu City</p>	(102 pax)		

This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.

Provider's Company Name:		TIN No.:	
Address:			
Telephone No.:	Fax No.:	e-mail:	
Provider's Authorized Representative Signature over Printed Name:		Date:	

III. Terms and Conditions

A. Submission of Requirements

1. Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee I (BAC I) at Rm. 508, 5th Floor, Mabini Bldg., DepED Complex, Meralco Avenue, Pasig City, Philippines 1603.
2. Supplier shall submit the following requirements:
 - a. Duly signed Request for Quotation. Prices shall be quoted in Philippine Peso. Statement of Compliance must be accomplished by provider.
 - b. PhilG-EPS Registration Certificate.
 - c. Valid and current Mayor's Permit/Municipal License.
 - d. Tax Clearance Certificate valid for the current year issued by the BIR Collection Enforcement Division (CED). National Office, Quezon City/Income Tax Return stamped "received" by the BIR for the immediate preceding calendar year, or printed copy of the electronically filed ITR with a copy of its Payment Confirmation Form from the authorized agent bank stamped "received" by the BIR.
 - e. Original Brochures of the items offered showing its performance characteristics or certifications, if applicable

B. Price Validity

Price validity should be thirty (30) calendar days after the deadline of submission.

C. Ocular Inspection

The BAC I, if necessary, may order the conduct of an ocular inspection prior to award and/or conduct of the event.

D. Award

The provider who submitted the lowest calculated and responsive quotation and who passed the ocular inspection conducted by the BAC I and end-user prior to the event shall be awarded the contract. Award shall be on a per item basis.

E. Conduct of Event

Conduct of Event shall be on the date specified in the Request for Quotation (RFQ).

F. Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements
3. Price

G. Instructions

1. Provider shall be responsible for the source(s) of its goods/services/equipment, and shall provide in accordance with the schedule, and specifications of the RFQ or contract. Failure of the provider to comply with this provision shall be ground for cancellation of the award or purchase order issued to the provider.
2. Provider who accepted a contract but failed to deliver the required goods/services/equipment within the time called for in the contract shall be disqualified from participating in DepED or any of DepED units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the supplier.
3. All duties, excise, and other taxes and revenue charges shall be paid by the provider.
4. All transactions are subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

H. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased Goods.

I. Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

J. Payment

Depending on the conditions set by the Provider, fifty Percent (50%) of the Contract Price may be paid to the provider immediately upon check-in and the remaining 50% thru the Provider's Account less Government Taxes after the event; or, One Hundred Percent (100%) may be paid to the Provider's Account less Government Taxes after the event.