



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 13, 2009**

Quotation No. **09-11-153-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 duly signed by your representative 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 shall prepare abstract of quotations. **Prospective provider shall be responsible to verify the quoted items with the Office of the Assistant Secretary for Special Projects and Legislative Liaison at Telephone No. (02) 633-1940.**

JESUS G. GALVAN
Assistant Secretary & BAC I Chairperson

II.

Package No.	ITEMS & DESCRIPTION	No. of pax (estimated only)	Statement of Compliance (State "Comply" or "Not Comply")	PRICE per PAX per Day
1	<p>Board and lodging for: (Office of the Assistant Secretary for Legislative Liaison) Seminar workshop on International Protocol, Social Graces and Events Management.</p> <p>Date needed: November 26 – 27, 2009 Check-In: December 25, 2009, P.M. Snack Check-Out: December 27, 2009, P.M. Snack Location within the vicinity of: Mactan, Cebu City</p> <p>Requirements/ Amenities</p> <ul style="list-style-type: none"> • Full board and lodging with meals (Breakfast, Lunch and Dinner) including AM and PM Snacks. • Two (2) rooms (Triple/ Double Sharing Accommodation) • Other amenities. 			

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

Package No.	ITEMS & DESCRIPTION	No. of pax (estimated only)	Statement of Compliance (State "Comply" or "Not Comply")	PRICE per PAX per Day
2	<p>Function Room for: (Office of the Assistant Secretary for Legislative Liaison) Seminar workshop on International Protocol, Social Graces and Events Management.</p> <p>Date needed: November 26 – 27, 2009 Check-In: November 26, 2009, 2 snacks and buffet lunch Check-Out: November 27, 2009, 2 snacks and buffet lunch Location within the vicinity of: Mactan, Cebu City</p> <p><u>Required Amenities :</u></p> <ul style="list-style-type: none"> ➤ Able to conduct/host not less than 5 international conferences and gatherings ➤ Capable of handling dignitaries and ambassadors and international clients ➤ One of Asia-based luxury hotel group ➤ Use of function Room for the duration of the seminar with complimentary food (2 snacks (AM and PM snack) and 1 lunch) ➤ 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 <ul style="list-style-type: none"> ✚ Complete sound system (with operator and technician) ✚ Whiteboard and flipchart with markers, pads, pencils and mint candies ✚ Free use of LCD projector with screen ✚ Backdrop/ welcome streamers ✚ Standby waiters ✚ Free flowing coffee/ tea ✚ Free Use of Hotel Vehicle (for emergency purposes) ✚ Public Address System with min. of 3 corded microphones ➤ Complimentary use of the health club facilities (gym, steam, sauna and Jacuzzi) 	67 pax		
Provider's	Company Name:		TIN No.:	
Address:				
Telephone No.:		Fax No.:	e-mail:	
Provider's Authorized Representative Signature over Printed Name:			Date:	

Package No.	ITEMS & DESCRIPTION	No. of pax (estimated only)	Statement of Compliance (State "Comply" or "Not Comply")	PRICE per PAX per Day
	<ul style="list-style-type: none"> ➤ Free use of water sports (non-motorized) ➤ Complimentary local calls within Metro Cebu ➤ Complimentary shopping pass (daily roundtrip city shuttle transfers) ➤ Complimentary parking <p>* Room : Clean rooms (make-up and towel change everyday; refill of toiletries)</p> <p style="padding-left: 40px;">Resource Persons: twin-sharing</p> <p style="padding-left: 40px;">Cable TV available (optional)</p> <p style="padding-left: 40px;">WIFI enabled</p> <p>Others: Elevator service for structures more than 3 floors</p>			

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: <input type="text"/>
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. Service Provider shall submit the following requirements on post qualification, upon receipt by the bidder of the notice from the BAC that is submitted the Lowest Calculated Bid (LCB), the Bidder shall submit the following documentary requirements:
 - a. Tax Clearance per Executive Order 398, Series Of 2005;
 - b. Latest income and business tax return;
 - c. Certificate of PhilGEPS Registration;
 - d. Mayor's Permit;
 - 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, 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 responsive quotation and who passed the ocular inspection conducted by the BAC-I & 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.