



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: **January 8, 2010**

Quotation No. **10-01-004 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 Accounting Division at Telephone Nos. (02) 633-72-01, 633-79-61, 633-72-33.**

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: Twenty Fourth (24th) Annual National Seminar/Workshop on the Reconciliation and Preparation of CY 2009 Year-End Financial Reports FMS-Accounting and Budget Divisions-Central Office</p> <p><u>Requirements/ Amenities</u></p> <p>Six (6) Nights Accommodation in a Premium Room based on six in a room sharing for 200 pax with cable TV Free use of conference room with complete equipment (i.e. wide screen, OHP, microphones & other audio-visual equipment) Use of a fully air conditioned function room on the duration of the event Function rooms with spare outlets for 16 computers Use of Widescreen Use of Basic PA System with two (2) microphones Use of Platform Use of whiteboard % flip board with markers Welcome Drinks Bottled mineral water (upon check-in) Daily newspaper Free flowing Coffee/Tea during sessions Internet Connection (Wi-Fi and LAN) for both guestrooms and function room Standby generator Buffet Meals (Breakfast, Lunch, Dinner with AM Snack & PM Snack) Other amenities</p> <p>NOTE: Quotation in excess of Php1,200.00/pax/day shall be rejected.</p>			
1	<p>Date needed : January 31-February 6, 2010 Check in : Jan. 31 PM Check out : Feb. 6 AM Location: within the area of Batangas City</p>	(200 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. Upon notification through telephone or fax from the BAC I that the Bidder submitted the Lowest Calculated Bid (LCB), the Bidder shall submit the following documentary requirements on Post-Qualification:
 - a. Tax Clearance per Executive Order 398, series of 2005;
 - b. Latest income and business tax return;
 - c. Certificate of PhilG-EPS Registration;
 - d. 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.