



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: 636-65-43/42 / fax: 633-9343

Request for Quotation

Date: **January 22, 2010**

Quotation No. **10-01-011**

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 or 43 and *Fax no.:* 6339343 or browse at DepED Website. Upon receipt of at least three (3) quotations, the BAC shall open the quotations. **Prospective provider shall be responsible to verify the quoted items with DepED Teacher Education Council (TEC) at telephone nos. (02) 638-61-70/72.**

(SGD.) JESUS G. GALVAN
Assistant Secretary and BAC I Chairperson

II.

Cluster	Regions	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, accommodation: 2-Day Zonal Workshop on the Operationalization of the Experientialization of the Experiential Learning Courses (ELC's) and Pilot Implementation of the Competency-Based Performance Appraisal System for Teachers (CB-PAST) and Instructional Supervision Handbook in four (4) Clusters. (TEC Project)</p> <p>Requirements/ Amenities</p> <ul style="list-style-type: none"> • Triple Sharing room accommodation (single bed) • Free use of Air-conditioned function room complete with good audio and video facilities (sound system with microphone), LCD projector with screen, whiteboard with marker/eraser; • Free flowing coffee or tea and mineral water; • buffet meals (breakfast, lunch and dinner) with AM and PM snacks; • Softdrinks or juices during meals; • Welcome streamer; • Stage backdrop; 			
Luzon	I, II, III & NCR	<p>Date needed : February 16-17 , 2010 Location within the vicinity of Clark, Pampanga</p>	179 pax		Php
	IV-A, IV-B, V & NCR	<p>Date needed : Date needed: February 11-12, 2010 Location within the vicinity of Pasig City/Mandaluyong City.</p>	180 pax		Php

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

Note:

1. Quotation in excess of Php1,200.00/pax shall be rejected.
2. Quoted price shall be inclusive of VAT and other taxes.

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

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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) addressed to BAC I Chairperson, Mr. Jesus G. Galvan 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. Latest Certificate of PhilGEPS Registration;
 - d. Mayor's Permit (Valid and current Mayor's Permit/Municipal License/In the event that the license for CY 2010 has not been issued by the Municipal/Mayor's Office, the application for renewal and official receipt together with the permit for CY 2009 shall be submitted. The Bidder shall later submit the said Mayor's permit for evaluation upon demand by the Purchaser's Bids and Awards Committee I);
 - 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.