



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



Room 508, 5<sup>th</sup> Floor Mabini Building, DepED Complex, Meralco Avenue, Pasig City, Philippines  
Website: <http://www.deped.gov.ph>; e-mail: [deped\\_procurementservice@yahoo.com](mailto:deped_procurementservice@yahoo.com)

Direct Line: 636-65-4342 / Telefax: 633-9342

**Request for Quotation**

Date: **December 23, 2009**

Quotation No. **09-12-165**

**To all Eligible Suppliers:**

- 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, 5<sup>th</sup> 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 open the quotations. **Prospective provider shall be responsible to verify the quoted items with DepED Budget Division at telephone no. (02) 637-4241 and (02)637-6203.**

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

II.

ITEMS & DESCRIPTION	No. of Pax (estimated only)	Statement of Compliance (State "Comply" or "Not Comply")	PRICE per PAX per Day
Year-End Assessment and Performance Review cum Team Building among Budget Division  <b><u>Requirements/ Amenities</u></b> <ul style="list-style-type: none"> <li>• Triple Sharing room accommodation</li> <li>• One Function room which are fully air conditioned and can accommodate 35 persons. It should be flexible for group activities, with sound system and audio-visual equipment and material (OHP, whiteboard, pens and papers)</li> <li>• Free flowing coffee/tea and mineral water</li> <li>• Buffet style: breakfast, lunch, and dinner and include seasonal fruits</li> <li>• Morning and afternoon snacks</li> <li>• Softdrinks or juices during meals</li> </ul> <b>Note:</b> <i>Quotation in excess of Php1,200.00/pax shall be rejected.            Quoted price shall be inclusive of VAT and other taxes.</i>	<b>35 pax</b>		
<b>Date needed :</b> January 15-17, 2010 Check In: January 15, 2010-12:00 P.M. Check Out: January 17, 2010-3:00 P.M. Location within the vicinity of <b>Davao City</b> .			

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

Supplier's Company Name:				TIN No.:			
Address:							
Telephone No.:		Fax No.:		e-mail:			
Supplier'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, 5<sup>th</sup> 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.