



Request for Quotation

Date: **November 11, 2009**
Quotation No. **Cash-09-11-151**

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, 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 open the quotations. **Prospective provider shall be responsible to verify the quoted items with DepEd Cash Division at Telephone No. (02) 633-7220.**

(Sgd.) **JESUS G. GALVAN**
Assistant Secretary & BAC I Chairperson

II.

ITEMS & DESCRIPTION	No. of Pax (estimated only)	Statement of Compliance (State "Comply" or "Not Comply")	PRICE per PAX per Day
<p>Venue with accommodation: for the conduct of Annual Team Building Workshop for the Cash Division</p> <p>Requirements/ Amenities</p> <ul style="list-style-type: none"> • Triple sharing strictly separate beds; • Set meals (Breakfast, Lunch and Dinner); • Set AM and PM snacks; • Complimentary use of function room with audio-visual facilities; • Free electricity charges; • Free flowing coffee/tea (whole day); • Standby waiters; • Other amenities. 			
<p>Date needed: November 28-30, 2009 Check-In Date: November 28, 2009 (12:00 NN) Check-Out Date: November 30, 2009 (12:00 NN) Location within the area of Malay, Aklan</p>	(24 pax)		

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, 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, and/or 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 responsive quotation and who passed the ocular inspection conducted by the 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 IRR-A 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.