



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

Request for Quotation

Date: **November 9, 2009**

Quotation No. **09-11-149**

To all Eligible 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 shall open the quotations. **Prospective provider shall be responsible to verify the quoted items with DepED Procurement Service-TSD at telephone no. (02) 636-65-42/43.**

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
Revision of the DepED Procurement Manual. (PS-TSD Project) Requirements/ Amenities <ul style="list-style-type: none"> • Triple sharing room accommodation; • Full board and lodging with buffet meals; • Buffet meals—Breakfast, Lunch and Dinner; • Snacks—AM & PM; • Free use of air-conditioned function room with conference equipment (whiteboard, widescreen); • Free sound system with 4 to 5 microphones; • Free backdrop and streamer; • Free flowing coffee in the function room; • With WIFI Note: <i>Quotation in excess of Php1,200.00/pax shall be rejected. Quoted price shall be inclusive of VAT and other taxes.</i>	30 pax		
Date needed : November 25-27, 2009 Location within the vicinity of Tagaytay or Clark, Pampanga First Meal: November 24, 2009 - Dinner Full Board: Nov. 25 & 26, 2009 - Buffet Meal: Breakfast, Lunch and Dinner November 27, 2009 - Buffet Meal: Breakfast & Lunch Snacks: AM & PM			

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:	

I. Terms and Conditions

A. Submission of Requirements

1. Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC I) at Rm. 508, 5th Floor, Mabini Bldg., DepED Complex, Meralco Avenue, Pasig City, Philippines 1603.
2. Provider 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/In the event that the license for CY 2009 has not been issued by the Municipal/Mayor's Office, the application for renewal and official receipt together with the permit for CY 2008 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.
 - 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 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 provider.
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.