



Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155, 722-1166, 722-1177



REQUEST FOR PRICE QUOTATION

02 February 2018

SUBSCRIPTION OF NEWSPAPER FOR MARCH – DECEMBER 2018 (RFQ 05-2018)

Date: _____
Name of Company: _____
Address: _____
Business Permit No. _____
TIN No. _____
PhilGEPS Registration No.: _____

Please quote your lowest net price, taxes included for the item/s described below and submit your **signed and sealed** quotation to the POEA BAC Secretariat, BFO Building, Ortigas Ave., cor Edsa, Mandaluyong City not later than 2 p.m. on **20 February 2018** at which date and time, all submitted quotations will be opened. Late bids shall not be accepted.

Approved budget for the contract is **TWO HUNDRED FOUR THOUSAND SIX HUNDRED NINETY SIX PESOS ONLY (P204,696.00)**.

ATTY. SHERILYN G. MALONZO
Chairperson
Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

QTY./UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
Subscription Newspaper for March – December 2018			
598 pcs	Business Mirror	P _____	P _____
598 pcs	The Daily Tribune	P _____	P _____

**LEASE OF VENUE AND ACCOMMODATION FOR THE CONDUCT OF “ADJUDICATION
OFFICE DECISION WRITING PROJECT ON MARCH 19-23, 2018**

Technical Specifications

- I. Availability
 1. **March 19-23, 2018**

- II. Location
 1. **Within Metro Manila**

- III. Neighborhood Data
 1. Proper waste management system such as regular garbage collection and with Sanitary permit from appropriate authority
 2. Proximity to Police and Fire Stations
 3. Proximity to Banks, Postal, and Telecommunications service provider

- IV. Venue
 1. Structural Condition:
 - a. The foundation is made of concrete and structural steel materials or combination of both.
 - a. Compliant with the standards provided by the Building Code of the Philippines

 2. Function Room/Conference:
 - a. **We will not be using a conference/function room as the participants will work at their designated rooms.**

 3. Rooms:
 - a. **Preferred room floor size should not be smaller than 25sqm.**
 - b. **Lighting must be conducive for working (dim/yellow lights are not preferred)**

 4. Room arrangements:
 - a. **No. of Participants: 16 Total Participants**
 - b. **Four (4) Single Occupancy room / 4 pax / March 19-23, 2018**
 - c. **Six (6)Twin Sharing / 12 pax/ March 19-23, 2018**
 - d. **Accommodation:**
 - Food:
 - Inclusive of meals (AM & PM Snacks, Lunch, Breakfast & Dinner)
 - **We expect buffet breakfast is included in the room rate. Snacks, Lunch and Dinner should be in room service.**

- **First Day (March 19)** – Check in, PM Snack and Set Dinner
- **Second Day to Fourth Day** – Am Snack, Set Lunch, PM Snack and Set Dinner
- **Last Day (March 23)** – Am Snack, Set Lunch, Check out

e. Amenities:

- **Work desk (with lamp is most preferred)**
- **Air-conditioned room, complete room accessories (cable TV, Refrigerator, Electric Kettle, Telephone, cabinets, bath and hand towels)**
- **With available toiletries (i.e., clean towels, shampoo, soap, toothbrush, toothpaste)**
- **In room coffee and Tea**
- **With free unlimited Wi-Fi**
- **With complementary parking slots for the participants**

5. Facilities

- a. Continuous water supply and accessible comfort room
- b. Compliance with the standards provided by the Building Code of the Philippines
- c. At least two (2) operational elevators (24x7)
- d. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler
- e. Available telephone within the premises of the building

6. Other Requirements:

- a. With available emergency first aid kit and vehicle for such purposes.
- b. Provision of Janitorial and Maintenance Services
- c. Ambience promotes learning
- d. Adequate security service (24/7)

7. Catering Services

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8. Mode of Payment

- a. Send bill arrangement after the conduct of activity

9. Client's satisfactory rating based on online hotel reviews

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *Thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by your or any of your duly authorized representative/s.
7. The POEA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The POEA may rescind or terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies available under circumstances.
9. Please submit the following requirements:
 - a) Business Permit/Mayor's Permit;
 - b) PhilGEPS Registration; and
 - c) Income/Business Tax Returns.