



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 April 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 **06 April 2018** at which date and time, all submitted quotations will be opened. Late bids shall not be accepted.

Available fund is One Hundred Forty Seven Thousand Five Hundred Pesos (P147,500.00)

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
1 LOT	<p>LEASE OF VENUE WITH HOTEL ACCOMMODATION FOR CONDUCT OF THE COMPREHENSIVE AGENCY EDUCATION PROGRAM (CAEP) IN GENERAL SANTOS CITY</p> <p>Technical Specifications</p> <p>I. Availability Twin/Triple Rooms for six (6) pax 1. April 15, 2018 – Check-in 2. April 17, 2018 – Check-out</p> <p>II. Location 1. Within General Santos City</p>	Php_____	Php_____

	<p>III. Neighborhood Data</p> <ol style="list-style-type: none"> 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 <p>IV. Venue</p> <ol style="list-style-type: none"> 1. Structural Condition: <ol style="list-style-type: none"> a. The foundation is made of concrete and structural steel materials or combination of both. 2. Functionality of Function Room: <ol style="list-style-type: none"> a. Available one (1) Function Room on: <ul style="list-style-type: none"> -April 16 and 17, 2018 for 95 pax b. Secretariat's Table c. Room must not contain pillars d. Amenities include: <ol style="list-style-type: none"> i. At least 3 microphone units ii. Audible/Operational Sound System iii. Podium iv. Pads, pencils and candies v. Whiteboard and/or flipchart and markers vi. Free and steady wifi connection vii. Waived charges for use of laptops and projector viii. Compliant with the standards provided by the Building Code of the Philippines ix. Area should accommodate at least 95 pax 3. Room arrangements: <ol style="list-style-type: none"> a. Twin/Triple Sharing for six (6) pax with free breakfast 4. Facilities <ol style="list-style-type: none"> 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 f. Audible/operational Sound System 5. Other Requirements: <ol style="list-style-type: none"> a. Provision of Janitorial and Maintenance Services b. Ambience promotes learning c. Adequate security service (24/7) 6. Catering Services <ol style="list-style-type: none"> a. Location must be outside but near the Function Room b. Buffet Meal (Halal) 		
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	-April 16, 2018 - AM Snacks, Buffet Lunch and PM Snacks for 95 pax -April 17, 2018 - AM Snacks, Buffet Lunch and PM Snacks for 95 pax		
	7. Client's satisfactory rating based on online hotel reviews		
Name of Company			
Complete Address			
Telephone No./Fax			
Printed Name of Owner/Authorized Representative and Signature			

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.