



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 QUOTATIONS

The **PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION (POEA)**, through its **Bids and Awards Committee (BAC)**, wishes to invite all interested hotels/training venues to submit quotations for the Venue for the conduct of Decision Writing Projects of POEA-Adjudication Office scheduled on 18-22 September 2017 for 14 pax (**RFQ 64-2017**) with an Approved Budget for the Contract (ABC) of **One Hundred Forty Thousand Pesos (140,000.00)**, inclusive of all standard government taxes and other charges. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

The bid offer shall be in accordance with the POEA's Terms of Reference. Bid forms may be obtained from the POEA-BAC Secretariat, 4/F Office of the Deputy Administrator for Welfare and Employment, BFO Building, EDSA corner Ortigas Avenue, Mandaluyong City, from **August 9-15, 2017**. The said forms can also be downloaded from the attached associated components of this notice and at the POEA website (www.poea.gov.ph).

Kindly submit your duly accomplished price quotations in a sealed envelope marked **Venue for the conduct of Decision Writing Projects of POEA-Adjudication Office scheduled on 18-22 September 2017 (RFQ 64-2017)** to the above-mentioned address. Deadline for the submission of the sealed price quotations is on **16 August 2017 at 2:00 p.m.** Bids presented after the deadline shall no longer be accepted by the BAC.

The **POEA** reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Interested bidders may obtain further information from the POEA-BAC Secretariat at **Tel. No. 727-77-81/722-11-65/726-8919**.

ATTY. SHERILYN G. MALONZO
Chairperson
Bids and Awards Committee

08 August 2017

Standard Form Number: SF-GOOD-06
Revised on: May 24, 2004

Checklist of Technical and Financial Components for Bidders

The **Technical and Financial Component** shall contain the following:

- 1.** Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents.
- 2.** Valid Mayor's permit issued by the city or municipality where the principal place of business is located.
- 3.** Phil-GEPS Certificate of Registration
- 4.** Valid Tax Clearance **AND** Latest Income and Business Tax Returns
- 5.** Duly Signed Financial Bid Form