



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



REQUEST FOR PRICE QUOTATION

11 July 2018

LEASE OF VENUE AND MEALS FOR THE ANTI-ILLEGAL RECRUITMENT CAMPAIGN IN THE PROVINCE OF BATAAN ON JULY 25-27, 2018 (RFQ 67-2018)

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 2p.m. on **17 July 2018** at which date and time, all submitted quotations will be opened. Late bids shall not be accepted.

Available fund is **TWO HUNDRED EIGHTY THREE THOUSAND PESOS (P283,000.00)**.


VIRGILIO L. CARREON, JR.
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
630 pax	Technical Specifications: I. Availability of Function Rooms on July 25, 26 and 27, 2018 II. Location: <ul style="list-style-type: none"> • Within Balanga, Bataan and nearby municipalities III. Neighbourhood Data <ul style="list-style-type: none"> • Proper waste management system such as regular garbage collection and with sanitary permit from appropriate authority • Proximity to police and fire stations 	P _____	P _____

	<ul style="list-style-type: none"> • Proximity to banks, postal, and telecommunications service provider <p>IV. Venue:</p> <ol style="list-style-type: none"> 1. Structural Condition: <ul style="list-style-type: none"> ➤ The foundation is made of concrete and structural steel materials or combination of both. 2. Functionality of Function Room: <ul style="list-style-type: none"> ➤ Available function rooms in a plenary-classroom set up on: <ul style="list-style-type: none"> • <u>July 25, 2018, One (1) Function Room for 60 pax</u> • <u>July 26, 2018, Two (2) Function Rooms (1 room for 40 pax and 1 room for 250 pax)</u> • <u>July 27, 2018, Two (2) Function Rooms (1 room for 60 pax and 1 room for 220 pax)</u> ➤ <i>Secretariat's table (classroom setup) for at least 2 pax</i> ➤ <i>Room must not have pillars</i> ➤ <i>Amenities include:</i> <ul style="list-style-type: none"> • <i>At least 3 microphone units</i> • <i>2 projector screen and table for LCD projector</i> • <i>Podium</i> • <i>Pads, pencils and candies</i> • <i>Free and steady wi-fi connection</i> • <i>Waived charges for use of laptops and projector</i> 3. Catering Services: <ul style="list-style-type: none"> ➤ <u>Inside the Function Rooms</u> ➤ <u>Meal (Buffet)</u> <ul style="list-style-type: none"> • <u>July 25, 2018: AM & PM Snacks, Lunch (60pax)</u> • <u>July 26, 2018: AM & PM Snacks, Lunch (290pax)</u> • <u>July 27, 2018: AM & PM Snacks, Lunch (280pax)</u> 4. Facilities: <ul style="list-style-type: none"> ➤ Continuous water supply and accessible comfort rooms ➤ Compliance with the standards provided by the Building Code of the Phils. ➤ At least two (2) operational elevators (24/7) ➤ Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler ➤ Available telephone within the premises of the building ➤ Audible/operational sound system 5. Other Requirements: <ul style="list-style-type: none"> ➤ Provision of janitorial and maintenance services ➤ Environment conducive to learning ➤ Adequate security service (24/7) 		
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	6. 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. The bidder shall submit the following requirements:
 - a) Business Permit/Mayor's Permit;
 - b) PhilGEPS Registration; and
 - c) Omnibus Sworn Statement.