



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

RFQ 80-2017

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 10 a.m. on **19 October 2017** at which date and time, all submitted quotations will be opened. Late bids shall not be accepted.

Approved Budget for the Contract is **₱1,461,000.00**

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 AND ACCOMMODATION FOR THE 10th ASEAN FORUM ON MIGRANT LABOUR (10th AFML), OCTOBER 23-27, 2017</p> <p>Date and Venue: October 23-27, 2017 Metro Manila area</p> <p>October 25-26, 2017 (Plenary – Classroom set up) 90-100pax October 24, 2017 (Working Dinner –</p>	Php_____	Php_____

	<p>Rounds/Banquet set up) 40pax October 25, 2017 (Welcome Dinner –</p> <p>Accommodation: 5Single Rooms; 2Twin Rooms; 6Triple Rooms (with breakfast)</p> <ul style="list-style-type: none"> - Twin sharing with aircon, complete room accessories (TV, cabinets, bath and hand towels) - With available toiletries (i.e., clean towels, shampoo, conditioner, soap, toothbrush, toothpaste) - Check-In: October 23, 2017 - Check-Out: October 27, 2017 <p>Catering Meal-Halal (Buffet)</p> <ul style="list-style-type: none"> -October 24, 2017: Dinner (40pax) -October 25, 2017: AM&PM Snacks, Lunch (90pax) -October 25, 2017: Dinner (90-100pax) -October 26, 2017: AM&PM Snacks, Lunch (90pax) <p>Banquet Amenities:</p> <ul style="list-style-type: none"> - Buffet service following the menu of choice - Flowing coffee (with equal/white/brown sugar and cream), tea, drinking water, candies - Skirted buffet tables with simple floral arrangement - Secretariat table with floor-length cover - Complete catering equipment and utensils - Professionally trained banquet service personnel (waiters) with uniforms <p>Conference: Secretariat's Table At least 3 microphone units Audible/Operational Sound System 2 Projector screen and table for LCD Projector Podium Pads, pencils and candies Whiteboard and/or flipchart and markers Free and steady wifi connection Waived charges for use of laptops and projector</p>		
Name of Company			
Complete Address			
Telephone No./Fax			
Printed Name of Owner/Authorized Representative and Signature			

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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 that submitted the lowest calculated bid shall submit the following documents to the BAC Secretariat within 3 calendar days from receipt of written notification:
 - a) Business Permit/Mayor's Permit; and
 - b) PhilGEPS Registration;

