



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

22 August 2018

LEASE OF VENUE WITH HOTEL ACCOMODATION FOR THE M.O.U. SIGNING AND CONDUCT OF CAPABILITY ENHANCEMENT TRAINING IN THE PROVINCE OF SARANGANI AND ITS SEVEN (7) MUNICIPALITIES ON SEPTEMBER 12-14, 2018 (RFQ 83-2018)

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

Approved budget for the contract is **ONE HUNDRED SIXTY EIGHT THOUSAND FIVE HUNDRED PESOS (P168,500.00)**.


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
1 lot	<p><i>Lease of venue with hotel accommodation for the MOU signing and conduct of capability enhancement in the province of Sarangani and its 7 municipalities on September 12-14, 2018.</i></p> <p>Technical Specifications</p> <p>I. Availability 1. September 12 – 14, 2018</p> <p>II. Location 1. General Santos City</p>	P _____	P _____

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.
2. Functionality of Function Room:
 - a. Available one (1) Function Room on September 13, 2018 (150 pax)
 - b. Round Table
 - c. Presidential Table and Secretariat's Table (Classroom Setup) for at least 8 pax
 - d. Room must not contain pillars
 - e. Amenities Include:
 - At least 3 microphone units
 - Audible/Operational Sound System
 - Projector screen and table for LCD Projector
 - Welcome Banner/Tarpaulin
 - Podium
 - Pads, pencils and candies
 - Whiteboard and/or flipchart and markers
 - At least 3 Wi-Fi routers
 - Waived charges for use of laptops and projector
 - Free Airport Transfer
 - f. Compliant with the standards provided by the Building Code of the Philippines
 - g. Area should accommodate at least 150 participants
3. Room arrangements:
 - a. Five (5) Twin Sharing rooms on September 12-14, 2018
4. 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

	<p>fire extinguisher and automatic sprinkler</p> <p>e. Available telephone within the premises of the building</p> <p>f. Audible/operational Sound System</p> <p>5. Other Requirements:</p> <p>a. Provision of Janitorial and Maintenance Services</p> <p>b. Ambience promotes learning</p> <p>c. Adequate security service (24/7)</p> <p>6. Catering Services</p> <p>a. Must be within the hotel premises</p> <p>b. Meals</p> <p>i. Day 1 : Breakfast (8 pax) and Buffet Dinner (8 pax)</p> <p>ii. Day 2: Breakfast (Complimentary) – 8 pax AM Sanck, PM Snack & Buffet Lunch – 150 pax, Buffet Dinner – 8 pax</p> <p>iii. Day 3: Buffet Breakfast (complimentary) – 8 pax and Lunch – 8 pax</p> <p>7. Client's satisfactory rating based on online hotel reviews</p>		
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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.