



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


04 September 2018

LEASE OF VENUE WITH HOTEL ACCOMODATION FOR THE M.O.U. SIGNING AND CONDUCT OF CAPABILITY ENHANCEMENT TRAINING IN THE PROVINCE OF MAGUINDANAO (PARANG, BULUAN, COTABATO CITY) ON SEPTEMBER 17-22, 2018 (RFQ 85-2018)

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

Approved budget for the contract is **TWO HUNDRED THOUSAND FOUR HUNDRED PESOS (P200,400.00)**.


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 Maguindanao (Parang, Buluan, Cotabato City) on September 17-22, 2018.</i></p> <p>Technical Specifications</p> <p>I. Availability</p> <ol style="list-style-type: none"> 1. September 17, 2018 2. September 18, 2018 3. September 19, 2018 4. September 20, 2018 	P _____	P _____

	<p>5. September 21, 2018</p> <p>II. Location</p> <ol style="list-style-type: none"> 1. Cotabato City 2. Parang, Maguindanao 3. Buluan, Maguindanao <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 two (2) Function Room on: <ul style="list-style-type: none"> – September 19, 2018 – Cotabato City (128 pax and 116 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: <ol style="list-style-type: none"> i. At least 3 microphone units ii. Audible/Operational Sound System iii. Projector screen and table for LCD Projector iv. Welcome Banner/ Tarpaulin v. Podium vi. Pads, pencils and candies vii. Whiteboard and/or flipchart and markers viii. Free flowing coffee ix. Waived charges for use of laptops and projector x. Free Airport Transfer f. Compliant with the standards provided by the Building Code of the Philippines g. Area should accommodate at least 150 participants per function room <p>3. Room arrangements:</p> <ol style="list-style-type: none"> a. Twin Sharing (6 rooms)/ 12 pax / September 17-18, 2018 (Cotabato City) b. Twin Sharing (7 rooms)/ 13 pax / September 19-21, 2018 (Buluan) <p>4. Facilities</p>			
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	<ul 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 <p>5. Other Requirements:</p> <ul style="list-style-type: none"> a. Provision of Janitorial and Maintenance Services b. Ambience promotes learning c. Adequate security service (24/7) <p>6. Catering Services</p> <ul style="list-style-type: none"> a. Must be within hotel premises b. Meals <ul style="list-style-type: none"> i. Day 1 (Cotabato City): Breakfast- 12 pax Lunch- 12 pax Buffet Dinner- 12 pax ii. Day 2 (Parang, Maguindanao): Breakfast (complimentary)- 12 pax Am snack, Pm Snack & Buffet Lunch- 120 pax (Catering Services) Buffet Dinner- 12 pax iii. Day 3 (Cotabato City): Buffet Breakfast (complimentary)- 12 pax Am snack, Pm Snack & Buffet Lunch- 116 pax Buffet Dinner- 13 pax iv. Day 4 (Buluan, Maguindanao): Buffet Breakfast (complimentary)- 13 pax Buffet Dinner- 13 pax v. Day 5 (Buluan, maguindanao): Buffet Breakfast (complimentary)- 13 pax <p>7. Client's satisfactory rating based on online hotel reviews</p>				
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) Business/Income Tax Return