



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

RFQ 90-2017

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 2 p.m. on **06 November 2017** at which date and time, all submitted quotations will be opened. Late bids shall not be accepted.

Approved Budget for the Contract is **Eighty Thousand Pesos ₱80,000.00**

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 WITH HOTEL ACCOMMODATION RELATIVE TO THE DECISION REVIEW PROJECT OF POEA-ADJUDICATION OFFICE ON NOVEMBER 20-24, 2017</p> <p>Date and Venue: November 20-24, 2017 Within Metro Manila</p> <p>- Room arrangements: a. No. of Participants: 8 Total Participants b. Two (2) Single Occupancy room / 2 pax /</p>	Php _____	Php _____

	<p>November 20-24, 2017</p> <p>c. Three (3)Twin Sharing / 6 pax/ November 20-24, 2017</p> <p>d. Accommodation: Food:</p> <ul style="list-style-type: none"> • Inclusive of meals (AM & PM Snacks, Lunch, Breakfast & Dinner) • Buffet breakfast is included in the room rate. Snacks, Lunch and Dinner should be in room service. • <i>First Day (Nov. 20)</i> – Check in, PM Snack and Set Dinner • <i>Second Day to Fourth Day</i> – Am Snack, Set Lunch, PM Snack and Set Dinner • <i>Last Day (Nov. 24)</i> – Am Snack, Set Lunch, Check out <p>e. Amenities:</p> <ul style="list-style-type: none"> • Work desk (with lamp is most preferred) • Air-conditioned room, complete room accessories (cable TV, Refrigerator, Electric Kettle, Telephone, cabinets, bath and hand towels) • With available toiletries (i.e., clean towels, shampoo, soap, toothbrush, toothpaste) • In room coffee and Tea • With free unlimited Wi-Fi • With complementary parking slots for the participants <p>Mode of Payment</p> <p>a. Send bill arrangement after the conduct of activity</p>		
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Name of Company	
Complete Address	
Telephone No./Fax	
Printed Name of Owner/Authorized Representative and Signature	

SYM

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;