



**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

3 October 2018

LEASE OF VENUE AND ACCOMMODATION FOR THE WORKSHOP ON RIGHTSIZING ON OCTOBER 11-12, 2018 (RFQ 97-2018)

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

Approved budget for the contract is **EIGHTY EIGHT THOUSAND PESOS (P88,000.00)**.

for: **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
22pax	<p><i>Lease of venue and accommodation for the workshop on rightsizing on October 11-12, 2018.</i></p> <p>Technical Specifications</p> <p>I. Availability Pref. Five (5) Triple Sharing Rooms, Two (2) twin sharing rooms; 1. October 11, 2018 – Check-in 2. October 12, 2018 – Check-out</p> <p>II. Location 1. Outside Metro Manila</p> <p>III. Neighborhood Data</p>	P _____	P _____

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 October 11-12, 2018 in a conference type set up for 22 pax.**
 - b. Room must not have pillars.
 - c. Amenities include:
 - i. **At least 3 microphone units**
 - ii. **Audible/Operational Sound System**
 - iii. **1 Projector screen and table for LCD Projector**
 - iv. **Podium**
 - v. **Pads, pencils and candies**
 - vi. **Whiteboard and/or flipchart and markers**
 - vii. **Free and steady wi-fi connection**
 - viii. **Waived charges for use of laptops and projector**
 - d. Compliant with the standards provided by the Building Code of the Philippines
 - e. Area should conveniently accommodate at least 22 participants
3. Room arrangements:
 - a. **Pref. Five (5) Triple and 2 Twin Sharing / 22 pax/ Oct 11-12**
4. Facilities
 - a. Continuous water supply and accessible comfort rooms
 - b. Compliance with the standards provided by the Building Code of the Philippines
 - c. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler
 - d. Available telephone within the premises of the building
 - e. Audible/operational Sound System
5. Other Requirements:
 - a. Provision of Janitorial and Maintenance Services
 - b. Ambience promotes learning and fruitful discussion.
 - c. Adequate security service (24/7)

	<p>6. Catering Services</p> <p>a. Location must be outside but near the Function Room</p> <p>b. Meal</p> <p>i. October 11, 2018: AM Snack, Lunch, PM Snack, Dinner (22 pax)</p> <p>ii. October 12, 2018: Breakfast, AM Snack, Lunch (22 pax)</p> <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