



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 99-2017

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 December 2017** at which date and time, all submitted quotations will be opened. Late bids shall not be accepted.

Approved Budget for the Contract is **Forty Thousand Pesos P40,000.00**

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 MEALS FOR THE ROLL OUT OF THE NATIONAL ILLEGAL CASE MONITORING SYSTEM IN METRO MANILA ON DECEMBER 12, 2017</p> <p>Date and Venue: December 12, 2017 Metro Manila (Classroom set up) 30 pax</p> <p>Catering</p> <p>a. Must be within hotel premises b. Meals – AM Snack, Buffet Lunch and PM</p>	Php_____	Php_____

	<p style="text-align: center;">Snack for 30 pax</p> <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: Available One (1) function room on December 12, 2017 that can accommodate 30 pax.</p> <p>Secretariat's Table</p> <ul style="list-style-type: none"> At least 3 microphone units Audible/Operational Sound System Projector screen and table for LCD Projector Podium Pads, pencils and candies Whiteboard and/or flipchart and markers At least 3 wifi routers are available Waived charges for use of laptops and projector 		
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 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;
 - b) PhilGEPS Registration; and
 - c) Income/Business Tax Returns.