



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
BIDS AND AWARDS COMMITTEE I



Room 508, 5th Floor Mabini Building, DepED Complex, Meralco Avenue, Pasig City, Philippines

Website: <http://www.deped.gov.ph>; e-mail: deped_procurementservice@yahoo.com

Direct Line: 636-65-43/42 / Telefax: 633-93-43

Request for Quotation

Date: June 15, 2010, 2010

Quotation No. 10-06-089 -NP

To all Eligible Service Providers:

- I.** Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative at DepED Procurement Service, Rm. 508, 5th Flr., Mabini Bldg., DepED Complex, Meralco Ave., Pasig City. For more information please call DepED-PS at Telephone Nos.: 636-6542, 636-6543, 633-9343 or browse DepED Website at www.deped.gov.ph. The BAC I, upon receipt of at least three (3) quotations within seven (7) calendar days from the posting of RFQ, shall prepare an abstract of quotations. **Prospective service provider shall be responsible to verify details of items described below with the Employees Welfare and Benefits Division at Telephone Nos. 02-633-72-29.**

JESUS G. GALVAN
Assistant Secretary & BAC I Chairperson

Batch	Region	ITEMS & DESCRIPTION	No. of pax (Minimum Guaranteed)	Statement of Compliance (State "Comply" or "Not Comply")	PRICE per PAX per Day
9	IV-A and V	Venue with accommodation for: (EWBD Project) Alternative Dispute Resolution (ADR) System Training/Workshop Approved Budget of the Contract (ABC): Php204,000.00 Date needed: July 26-30, 2010 Location within the vicinity of: Tagaytay City	34 pax		
14	III, IV-A & NCR	Approved Budget of the Contract (ABC): Php150,000.00 Date needed: October 11-15, 2010 Location within the vicinity of: Tagaytay City	25 pax		
		<u>Requirements/Amenities</u> <ul style="list-style-type: none">• Triple Sharing for participants in air-conditioned room• Double sharing for speakers/facilitators in air-conditioned room• Free use of function room for the whole duration of the seminar (U-shape set up)• Free Wi-Fi• Complete sound system (with operator and technician) with four (4) microphones• Whiteboard w/ eraser and marker• Selection of music• LCD and wide screen• Backdrop/welcome streamers• Standby waiters• Free flowing coffee/tea• Buffet meals (breakfast, lunch and dinner) with 3 or 4 selection of foods• Set snacks (AM and PM)• Spacious Parking• Other amenities			

This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.

Service Provider's Name:				TIN No.:	
Address:					
Telephone No.:		Fax No.:		e-mail:	
Service Provider's Authorized Representative Signature over Printed Name:				Date:	

II. Terms and Conditions

A. Submission of Requirements

1. Quotations and other requirements stated below shall be addressed to the Bids and Awards Committee I (BAC I) Chairperson c/o BAC I Secretariat at Rm. 508, 5th Floor, Mabini Bldg., DepED Complex, Meralco Avenue, Pasig City, Philippines 1603. If quotation is sealed please indicate in the envelope the quotation number and name of bidder.
2. The Service Provider with the Lowest Calculated Bid (LCB) shall submit the requirements indicated below within three (3) days from receipt of notice from the BAC I, which documents shall be validated during post-qualification to determine if the service provider is technically, legally and financially capable prior to the award of contract.
 - a. Tax Clearance per Executive Order 398, Series of 2005;
 - b. Latest income tax return 2009;
 - c. Latest Certificate of PhilG-EPS Registration;
 - d. Valid and current Mayor's Permit/Municipal License; and
 - e. Original Brochures of the items offered showing its performance characteristics or certifications, if applicable

B. Price Validity

Price should be valid thirty (30) calendar days after the deadline of submission of quotation.

C. Ocular Inspection

The BAC I, if necessary, may order the conduct of an ocular inspection prior to award and/or conduct of the event.

D. Award

The provider who submitted the lowest calculated responsive quotation and who passed post qualification conducted by the BAC I & end-user prior to the event shall be awarded the contract. Evaluation and award shall be on a per item/package basis.

In case of tie of two or more Bidders whose bids are determined and declared as the Lowest Calculated and Responsive Bids (LCRB) having been Post-Qualified, the method to be used to break the tie is "draw lots" which is non-discretionary and non-discriminatory. In case of non-appearance of one party, it waves the right to participate in the drawing of lots but not in the acceptance of award if declared as winner.

E. Conduct of Event

Conduct of Event shall be on the date specified in the Request for Quotation (RFQ). In case the event shall be moved by the end-user within the validity period (30 days) the service provider is responsible to accommodate the request. On the other hand, the service provider may reject the award if the new schedule is beyond the validity period

F. Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Price Quotation;
2. Compliance with Items & Description Requirements using the evaluation tool (Annex "A") with passing rate of 80%; and
3. Completeness of documents submitted during post-qualification.

G. Instructions

1. Provider shall be responsible for the source(s) of its goods/services/equipment, which shall provided in accordance with the schedule, and specifications of the RFQ or contract. Failure of the provider to comply with this provision shall be ground for cancellation of the award or purchase order issued to the provider.
2. Provider who accepted a contract but failed to deliver the required goods/services/equipment within the time called for in the contract shall be disqualified from participating in DepED or any of DepED units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its revised IRR against the supplier.
3. All duties, excise, and other taxes, and revenue charges shall be paid by the provider.
4. All transactions are subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

H. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased Goods.

I. Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

J. Payment

Depending on the conditions set by the Provider, fifty Percent (50%) of the Contract Price may be paid to the provider immediately upon check-in and the remaining 50% thru the Provider's Account less Government Taxes after the event; or, One Hundred Percent (100%) may be paid to the Provider's Account less Government Taxes after the event.

The *DepED - Bids and Awards Committee* reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Provider's authorized representative's signature over printed name: _____