

REQUEST FOR QUOTATION
Negotiated Procurement – Small Value Procurement

Date: September 22, 2017

RFQ No.: 2017-09-063

The Pasay City Government – City Health Office (CHO), through its Bids and Awards Committee, intends to apply the sum of Fifty Four Thousand Six Hundred Fifteen Pesos (Php 54,615.00) being the Approved Budget for the Contract (ABC) for the **Proposed Full Board Accommodation for the Conduct of Capacity and Capability Building Seminar for the Employees of the City General Services Office on September 29-30, 2017** chargeable against the General Fund.


The Pasay City Government BAC now requests quotation for the **Live-in Seminar Package good for thirteen (13) pax on September 29-30, 2017**. Quotation received in excess of the ABC shall be automatically rejected at the opening of price quotations.

Please submit your duly signed quotations/proposals not later than September 26, 2017 at 10:00am for the item described above, subject to the Terms and Conditions provided with this Request for Quotation (RFQ).

A copy of your mayor's / business permit, PhilGEPS registration number, income/business tax return and omnibus sworn statement are also required to be submitted along with your quotation/proposal.

Quotations may be submitted manually in a sealed envelope and drop in the box located at the Conference Room, Office of the City Administrator, 2nd Floor, Pasay City Hall Building, or through facsimile or email at the address and contact numbers indicated below.

Interested service provider may obtain further information from **Mr. Edwin V. David, CSEE**, Head – BAC Secretariat at telephone numbers 834-8809 / 834-8817, fax number 891-8786 or email address: bacsecpasay@gmail.com.

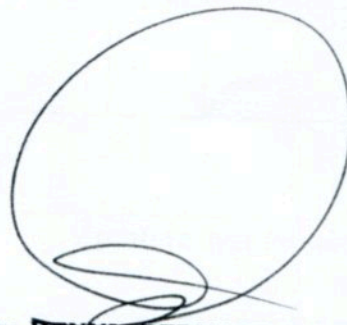


Atty. DENNIS BERNARD N. ACORDA
City Administrator / BAC Chairman

RFQ No.: 2017-09-063

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price proposal(s)/quotation(s) must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price proposal(s)/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 technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. Payment term as stated in the Purchase Order / Contract.
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 Pasay City Government may rescind 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.



Atty. DENNIS BERNARD N. ACORDA
City Administrator / BAC Chairman

Republic of the Philippines
CITY GOVERNMENT OF PASAY

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After having carefully read and accepted the Terms and Conditions, I/we submit our quotation for the item as follows:

ITEM DESCRIPTION	QUANTITY (QTY)	APPROVED BUDGET FOR THE CONTRACT (ABC)	OFFER		REMARKS
			Compliance with Technical Specifications (please check)		
			YES	NO	
<p>Proposed Full Board Accommodation for the Conduct of Capacity and Capability Building Seminar for the Employees of the City General Services Office on September 29-30, 2017 chargeable against the General Fund</p> <p>1. Full Board Accommodation Package</p> <p>Inclusions: 2 Days & 1 Night Hotel Accommodation Access to the Beach and Swimming Pool Meals – Set AM and PM Snacks Managed Buffet Lunch and Dinner Complimentary Breakfast (Day 2) Function room use for two (2) days inclusive of unlimited coffee, projector and white screen, built-in sound system and microphones Complimentary – use of one (1) double kayak for one (1) hour, welcome streamer</p>	13 pax	Php 54, 615.00			

 Signature over Printed Name

 Office Telephone / Fax No.

 Mobile No.

 Email address/es