

## PRICE QUOTATION FORM

Quotation No.: RFQ-2023-11-037

Date: November 13, 2023

P.R. No.: 2023-11-052

Date: November 10, 2023

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel no: \_\_\_\_\_

Email: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

### **INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way;
- (2) All mandatory technical specifications must be complied with;
- (3) Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified;
- (4) Quotations, including documentary requirements, received after the deadline shall be not be accepted; and
- (5) Quotations may be submitted through electronic mail at: [orp07@doj.gov.ph](mailto:orp07@doj.gov.ph).

**Sir/Madam:**

After having carefully read and accepted the Terms and Conditions in this Request for Quotation, hereunder is our quotation for the item/s as follows:

### **OTHER TERMS AND CONDITIONS**

1. Prices and specifications for the bid should be valid for 45 days;
2. DELIVERY PERIOD: **DAY OF THE EVENT**, upon receipt of Purchase Order unless otherwise agreed upon;
3. The item/s shall be delivered according to the accepted offer of the bidder;
4. Term of Payment: **SEND BILL ARRANGEMENT**, unless specified;
5. Total price quoted below is subject to withholding tax; and
6. Quotations must be submitted to the BAC or its Secretariat on or before 3 days from receipt of the RFQ or posting in the PhilGEPS.

### **TECHNICAL SPECIFICATION**

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "**0**" if the item being offered is for free:

Item No.	ABC	Unit	Article Description	QTY	Unit Price	Total Price
1	422,822.00	lot	LEASE OF VENUE WITH MEALS FOR THE CONDUCT OF SEMINAR ON THE CODE OF CONDUCT AND ETHICAL STANDARDS FOR GOVERNMENT OFFICIALS AND EMPLOYEES (RA 6713) AND YEAR-END AWARDDING CEREMONY WITH FITNESS ACTIVITIES ON DECEMBER 4, 2023 IN CEBU	1		

			Lease of Venue for the conduct of Seminar on The Code of Conduct and Ethical Standards for Government Officials and Employees (RA 6713) and Year-End Awarding Ceremony with Fitness Activities including meals on December 4, 2023 at Cebu.			
			<b>Scope of Service:</b>			
			The service provider should be able to provide for the food, venue, and other basic amenities such as the power, lights etc. during the seminar and other activities with the following specifications:			
			<b>General Requirements:</b>			
			1. Event date: December 4, 2023 (at least 11 hours use of venue)			
			2. Waived electricity charges for laptop and projector brought by DOJ personnel			
			<b>Specific Requirements per event date:</b>			
			-Classroom type seating arrangement for the Seminar			
			-Registration table at the seminar venue.			
			-With WIFI connection			
			-Can provide Projector, Projector Screen, Podium and 4 wireless microphone			
			-Waiter Service			
			2. Meals: The service provider shall provide the following meal requirements for 420 pax:			
			- The catering services shall be guided or managed buffet:			
			- inclusion of the following:			
			AM Snacks			
			Buffet Lunch			
			PM Snacks			
			Buffet Dinner			
			- Free clean drinking water during the activity and free flowing coffee.			
			- No corkage fee for additional food brought by DOJ.			
			- Menus are subject to the approval of the DOJ ORP 7			
			<b>*NOTE: To be awarded BY LOT</b>			
				<b>TOTAL</b>		

*\*The above quoted prices are inclusive of all costs and applicable taxes.*

\_\_\_\_\_  
Supplier's Representative (Print Name & Signature)

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Date



Canvassed by: **AMEDIO B. FUENTES**