

Name of the Procuring Entity : **BUREAU OF FIRE PROTECTION - NATIONAL HEADQUARTERS**  
 Project Reference Number : BFPNHQ RFQ 2016-043F1  
 Location of the Project : **BUREAU OF FIRE PROTECTION - NATIONAL HEADQUARTERS**  
 Agham Rd., Bgry. Bagong Pag-asa, Diliman, Quezon City

Standard Form Number : SF-GOOD-60  
 Revised on : 24-May-04

## REQUEST FOR QUOTATION

### Lease of Venue for the Conduct of Seminar on the Preparation of Regional PPMP

Please quote your lowest price on the items/s listed below, subject to the General Conditions on the last page starting the shortest time of delivery and submit your quotation duly signed by your representative not later than **0900H 15 AUGUST 2016. LATE SUBMISSION WILL NOT BE ACCEPTED.**

- Note: 1. ALL SUPPORTING DOCUMENTS MUST BE CERTIFIED TRUE COPY BY THE BIDDER;  
 2. DATE OF IMPLEMENTATION; AUGUST 22-24, 2016  
 3. DELIVERY LOCATION: BFP NHQ AGHAM ROAD BRGY BAGONG PAG ASA QUEZON CITY  
 4. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY;  
 5. PRICE VALIDITY SHALL BE FOR A PERIOD OF ONE HUNDRED TWENTY (120) CALENDAR DAYS; AND  
 6. THE FOLLOWING DOCUMENTS SHALL BE ATTACHED TO THE DULY ACCOMPLISHED QUOTATION FORM TO WIT:
- a. **SEC/DTI Registration;**
  - b. **Business/Mayors Permit;**
  - c. **BIR Registration Certificate;**
  - d. **Valid TAX Clearance Certificate ; and**
  - e. **Valid PhilGEPS Registration Certificate**

Item No.	DESCRIPTION	QTY	ABC UNIT PRICE	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	<p><b>Lease of Venue inclusive of accomodation, food and drinks, use of conference room/ function within the vicinity of Batangas, Region</b></p> <p><b>Specifications:</b></p> <p><u>a. Services</u>            Accomodation for three (3) days for 106 participants with single, double and sharing rooms;            Meals for three (3) days for 106 participants (breakfast, AM snacks, Lunch, PM snacks, Dinner)            Free use of conference room for 12-hours/ day for 3 days for 106 participants inclusive of audio-visual equipment with microphones, white board and markers, flip chart, rostrum/ podium            Free flowing coffee and tea, candies/ mints and free welcome drinks;            Free use or discounted rates of recreational facilities for all participants; and            Accomodation, meals and use of facilities in case of additional participants at the same price or less than the regular participants.</p> <p><u>b. Payments</u>            No down payment, all expenses shall be paid within fifteen (15) days after the conference and upon presentation/ submission of statement of account</p> <p><u>c. Meals (Assisted Buffet Meals and Plated Snacks</u>            Breakfast: Choice of 1 viand served with egg, rice, coffee or fruit juice            AM Snacks: One snack and drink (fruit juice)            Lunch: 3 viands served with steamed rice, dessert, soup of the day and drinks            PM Snacks: One snack and drink (fruit juice)            Dinner: 2 viands served with steamed rice, dessert, soup of the day and drinks            *nothing follows*</p> <p><b>Date of Seminar: September 21-23, 2016</b>  <b>Mode of Procurement: NP-LV</b></p>	106 pax		381,600.00		
<b>GRAND TOTAL</b>				<b>381,600.00</b>		

(Total Amount in Words)

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

Delivery Period  
Warranty  
Price Validity

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After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

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Name and Signature of Authorize Representative

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Company Name/Business name

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Tel. No. / Cellphone No./ email address

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Date