

Name of the Procuring Entity : **BUREAU OF FIRE PROTECTION - NATIONAL HEADQUARTERS**
 Project Reference Number : BFPNHQ RFQ 2016-054
 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 Seminar on the Updates on RA9184 and Seminar/Workshop on Philippine Bidding Documents

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 14 SEPTEMBER 2016. LATE SUBMISSION WILL NOT BE ACCEPTED.**

- Note: 1. ALL SUPPORTING DOCUMENTS MUST BE CERTIFIED TRUE COPY BY THE BIDDER;
 2. PROJECT IMPLEMENTATION: SEPTEMBER 28-30,2016;
 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	Lease of Venue for the conduct of Seminar on the Updates on RA 9184 and Seminar/Workshop on Philippine Bidding Documents on September 28 to 30, 2016 for 2 nights and 3 days inclusive of accomodation, food and drinks within the vicinity of Quezon City, Metro Manila for 70 participants. Services: >Three (3) days live-in seminar- AC rooms with cable TV, hot/cold water shower and wifi; >The catering services shall be guided buffet for breakfast, lunch, and dinner and plated meal for morning and afternoon snacks for three(3) days. Meals: >Breakfast: 1 viand served with egg, rice and drinks (juice/coffee/mineral water/hot chocolate); >AM/PM Snack: Sandwich/Banana Cue/Toron/Pancit with drinks (soda/juice mineral water); >Lunch/Dinner: 3 viands, rice, desert, soup of the day with drinks (soda/jjuce/mineral water); >Free Use of extension wires, use of sound system and microphone, projector with screen, white board with marker and eraser, flip charts, rostrum >Flowing coffee inside the conference room with candies and refreshments. >Seminar kit for 70 participants: ID/Name tag, Ball pen, Steno Notebook Project Implementation: 28- 30 September 2016 Mode of Procurement: NP-LV	70	pax	252,000.00		
GRAND TOTAL				252,000.00		

(Total Amount in Words)

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

Delivery Period _____
 Warranty _____
 Price Validity _____

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

Name and Signature of Authorize Representative

Company Name/Business name

Tel. No. / Cellphone No./ email address

Date