



Republic of the Philippines
Department of the Interior and Local Government
BUREAU OF FIRE PROTECTION
NATIONAL HEADQUARTERS



Project Reference Number : RFQ18-095
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-18

REQUEST FOR QUOTATION

**LEASE OF VENUE AND ACCOMODATION, FOOD AND DRINKS FOR THE
CONDUCT OF AGENCY PERFORMANCE PLANNING AND REVIEW
CONFERENCE (COMMAND CONFERENCE) (2ND QUARTER)**

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 01:00 PM 23 July 2018. LATE SUBMISSION WILL NOT BE ACCEPTED.

Note:

1. **DELIVERY PERIOD: Please see below**
2. **DELIVERY LOCATION: Within the Vicinity of Quezon City**
3. 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;
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF ONE HUNDRED TWENTY (120) CALENDAR DAYS; AND
5. THE FOLLOWING DOCUMENTS SHALL BE ATTACHED TO THE DULY ACCOMPLISHED QUOTATION FORM TO WIT:
 - a. *Mayor's / Business permit*
 - b. *PhilGEPS Registration Number*
 - c. *Income / Business Tax Return*

Item No.	DESCRIPTION	QTY		ABC UNIT PRICE	ABC TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	LEASE OF VENUE AND ACCOMODATION, FOOD AND DRINKS FOR THE CONDUCT OF AGENCY PERFORMANCE PLANNING AND REVIEW CONFERENCE (COMMAND CONFERENCE) (2ND QUARTER)	50	pax	2,000.00 / day x 2 days	200,000.00		
	Two (2) days lease of venue and accomodation, food and drinks within the vicinity of Quezon City						
	Requirements:						
	Air conditioning room accomodation for 50 persons in twin up to triple sharing only inclusive of use of conference room with tables and chairs that can accomodate the participants, sound system and lighting, podium, 3 wireless microphones and 1 wired microphone, projector, white board marker, pole of flag, Philippine Flag, flag stand , welcome banner / tarpaulin						
	***Full Board Meals with Breakfast for two (2) days fifty (50) participants (breakfast, AM Snack, Lunch, PM Snack, Dinner)						
	Meals:						
	Assisted Buffet Meals and Plated Snacks						
	Day 1: August 14, 2018						
	Breakfast: Creamy pumpkin soup, smoked fish (tinapa), egg, tomatoes, rice, coffee or juice						
	AM Snack: Chicken empanada with potato chips, chilled juice						
	Lunch: Crab and Corn Soup, Stir fry beef, Pan-fried Fish with tomato capers sauce, bean sprout with tofu, steamed rice, banana						
	PM Snack: Pancit bihon with Puto, Cucumber-lime Juice						
	Dinner: Green herbs soup, Chicken sate, Fish fillet, Buttered parsley potato, steamed rice, potato						
	Day 2: August 15, 2018						
	Breakfast: Beef tapa, Salted egg with tomatoes, Fried rice, Coffee or Juice						
	AM Snack: Chicken wonton noodles, Prawn crackers, lemonade						

	Lunch: Sinigang na ulo ng salmon sa miso with veggies, ensaladang mangga, steamed rice, carrot cake with pili nuts cramble, chilled juice						
	PM Snack: Grilled chicken salad sandwich, Fries, Pineapple Juice						
	Dinner: Clam chowder soup, Beef steak, Grilled fish with soy vinegar, Ensaladang talong, Steamed rice, fresh mango fruit						
	B. Payment Terms:						
	No downpayment, all expenses shall be paid within fifteen (15) days after each workshop and upon presentation of Statement of Account (SOA)						
	*** Free use or discounted rates of recreational facilities for all participants						
	*** Accomodation, meals and use of facilities in case of additional participants at the same price or less than the regular participants						
2	Provision of Seminar Kit for Fifty (50) Participants, inclusive of writing materials (Pencil, ballpen, yellow paper, notebook)	50	kit				
	Mode of Procurement: NP-SVP						
	Date of Delivery / Completion / Service: August 14-15, 2018						
GRAND TOTAL						200,000.00	

(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