



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION NATIONAL CAPITAL REGION
QCU Philippine Metalcasting Association, Inc. Bldg.
673 Quirino Hwy, Brgy. San Bartolome, Novaliches, Quezon City, Metro Manila 1116

REQUEST FOR QUOTATION

Date: February 12, 2026
P.R. No. : 2026-02-031
Quotation No: CHED-NCR RFQ2026-02-012

REQUISITIONING OFFICE/END USER	GAD UNIT
APPROVED BUDGET FOR THE CONTRACT (ABC)	₱334,000.00
FUNDING SOURCE	GAD Fund

Company Name/Business Name : _____
Address: _____
Business/Mayor's Permit No: _____
TIN: _____ PhilGEPS Registration Number (required) _____

Conditions of this RFQ, stating the shortest time of delivery and submit your SEALED quotation duly signed by your representative at the Bids and Awards Committee, CHED-NCR QCU Philippine Metalcasting Association, Inc. Bldg., 673 Quirino Hwy, Brgy. San Bartolome, Novaliches, Quezon City, Metro Manila 1116 or through electronic mail at bac.ncr@ched.gov.ph not later than 9:00 am of February 19, 2026. For more information, please call the BAC Secretariat at telephone no: 8403-2196.

CAROLYN D.M. SAMBAS
BAC Secretariat

Terms and Conditions:

1. All Entries must be typewritten or legibly written.
2. Delivery Period within 7 calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
4. Price validity shall be a period of 60 calendar days.
5. Supplier shall submit the following:
 - 5.1 SEC or DTI Certificate of Registration
 - 5.2 Valid Mayor's/Business Permit
 - 5.1 PhilGEPS Registration Certificate
 - 5.3 Original brochures of the items offered showing its per characteristics or certifications, if applicable.

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
	LOT	Lease of Venue with Food and Accommodation for the Conduct of "STRATEGIC PLANNING WORKSHOP: BUILDING A GENDER-INCLUSIVE, AND EMPOWERED CHED NCR" on March 5-6, 2026 Specifications: Guaranteed number of participants: 76 pax Room Accommodation Preferred Date and Destination (Place): March 05 - 06, 2026; Within Clark Freeport Zone or Subic Bay, Region III Check • In: 2:00 PM March 05, 2026 Check • Out: 12:00 NN March 06, 2026 Meals: (buffet or packed) • Day 1: AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner, Evening Snacks • Day 2: Buffet Breakfast, AM Snacks, Buffet Lunch Venue: Use of Function Room / Hall that can accommodate seventy-six (76) pax with guaranteed no. of hours • Table and Chairs setup • Use of LCD Projector and widescreen, PA Sound System unit with microphone • Whiteboard with marker and eraser • Hot & Cold water station • Free flowing coffee • Free Internet/WIFI Access • Free use of amenities	1		
		Mode of Payment: Send Bill, No down payment, Free delivery, Accepts Landbank Check for payment			
		Quotation should be VAT inclusive			
				GRAND TOTAL	
NOTHING FOLLOWS					

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

Canvassed By:

MICA LUZIELLE S. VIDAD
Authorized Canvasser

Printed Name / Signature

Position/Designation

Tel. No. / Cellphone No.

TIN No. of Establishment

Date

1. Quotations and other requirements stated below shall be submitted to the Commission on Higher Education-NCR, Quezon City, Philippines on the date and time stated in this RFQ.

2. Supplier shall submit the following requirements :

- a. Duly signed Request for Quotation. Prices shall be quoted in Philippine Pesos. Statement of Compliance must be accomplished by supplier
- b. Valid Mayor's Permit
- c. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable.

Price validity shall be 60 calendar days from the deadline of submission of quotation.

Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

Award

The supplier that submitted the lowest calculated responsive quotation, and passed the ocular inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

Evaluation of Quotations

Quotations shall be compared and evaluated of the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements (Technical Specifications)
3. Price

Instructions

1. Supplier shall be responsible for the (source (s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in CHEDNCR future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A.9184 and its IRR-A against the supplier.
3. All duties, excise, and other taxes, and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the Purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

PhiIGEPS INFORMATION:

PhiIGEPS Solicitation No. CHED-NCR RFQ2026-02-012

Reference No. **12783203**

Published Date: **February 16, 2026**

Closing Date: **February 19, 2026 - 9:00 AM**