



Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL - CENTRAL MINDANAO CAMPUS
BIDS AND AWARDS COMMITTEE
Nangka, Balo-i, Lanao del Norte
Telephone Nos. (063) 836-0098

REQUEST FOR QUOTATION

Name of Business: _____

Address: _____

Name of Store: _____

Business Permit No. _____

Tax Identification No. _____

The Philippine Science High School – Central Mindanao Campus, through its Bids and Awards Committee, intends to procure a **Consulting Services for the 2-Day Leadership Training and Team Building for Student Leaders**. With the following description:

ITEM DESCRIPTION
Professional services for the leadership consultancy who will conduct the 2-day team building and leadership training. DAY 1 activity will be participated by 351 students and day 2 will have 100 participants. The team will be composed of 1 lead facilitator, 2 senior co-facilitator and 12 training assistants. The services is inclusive of materials, certificates and professional fees.
ABC = 120,000.00 (One Hundred Twenty Thousand Pesos & 00/100)

Please submit your quotations/proposals duly signed by you or your authorized representative not later than September 21, 2015, at exactly 4:00 pm for the services described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ).

Quotations may be submitted manually at the address and contact number indicated above.

For any clarification, you may contact Mr. Ian Cris L. Cadile through cellphone no. 09275159601 or email address at iancris2003@yahoo.com.

FRANKLIN L. SALISID
Chairman, PSHS-CMC BAC

TERMS AND CONDITION

1. Bidders shall provide **correct and accurate information** required in this form.
2. Quotations must be placed inside an envelope and duly sealed.
3. **Price quotation/s** must be valid for a period of one hundred twenty (120) calendar days from the date of submission.
4. Price quotation/s, to be denominated in **Philippine pesos** include all taxes, duties, and/or levies payable.
5. **Award of contract** shall be made to the lowest and responsive quotation which complies with the terms and conditions stated herein.
6. Bidder must **submit a copy** of the following documents together with his quotations/proposals to ensure that the said consultant is technically, legally and financially capable to undertake the proposed project:
 - Registration certificate from **SEC**, Department of Trade and Industry (**DTI**) for sole proprietorship, or **CDA** for cooperatives;
 - **Mayor's permit** issued by the city or municipality where the principal place of business of the prospective bidder is located;
 - **PhilGEPS certificate** of registration;
 - Statement of the prospective bidder of all its **ongoing and completed** government and private contracts, including contracts awarded but not yet started, with similar in nature and complexity to the contract to be bid. The statement shall include the name and nature of contract, date of award or date of completion and amount of contract;
 - **Annual Income Tax Return for CY 2014 and audited financial statements**, showing among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions;
 - Latest **quarterly income tax return (2nd quarter quarter 2015)**;
 - **Tax Clearance**
 - **Company's Manpower Profile and Organizational Chart**
 - **Omnibus Sworn Statement** by the prospective bidder or its duly authorized representative in the new form prescribed by the GPPB Resolution No. 22-2013.
 - **Company's Manpower Profile and Organizational Chart**
 - **Omnibus Sworn Statement** by the prospective bidder or its duly authorized representative in the new form prescribed by the GPPB Resolution No. 22-2013.
7. **Bid security** in the prescribed form, amount and validity period. The bid security shall be in an amount equal to a percentage of the ABC in accordance with the following schedule:

FORM OF BID SECURITY	AMOUNT OF BID SECURITY
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
b) bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if	

issued by a foreign bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)
d) any combination of the foregoing.	Proportionate to share of form with respect to total amount of security
e) Bid Securing declaration	

Note: As per GPPB issued Resolution No. 25-2013 dated August 30, 2013, amending among others, Section 27.2 of the IRR of RA 9184, the prospective bidders will submit at least two (2) forms of bid security, which shall include the Bid Securing Declaration, from which the prospective bidders will choose and submit during public bidding.

8. To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a **performance security** prior to the signing of the contract. The performance security shall be in an amount equal to a percentage of the total contract price in accordance with the following schedule:

FORM OF PERFORMANCE SECURITY	AMOUNT OF PERFORMANCE SECURITY
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
b) bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
d) any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

As per GPPB issued Resolution No. 25-2012 dated November 23, 2012 amending among others, Section 39.2 of the IRR of RA 9184, the prospective bidders will submit at least two (2) acceptable forms of performance security taken from the two (2) categories stated in the schedule, which shall include the Surety Bond, that the bidders may opt to use, the amount of which shall be equal to a percentage of the total Contract Price.

10. All submitted documents **must be signed** in the bottom by the bidder or any authorized representative and place it in an enveloped and must be sealed.