



REQUEST FOR QUOTATION

**CONFERENCE MANAGEMENT SERVICES FOR THE
INTERNATIONAL CONFERENCE ON THE PHILIPPINE-PACIFIC HEALTH
INITIATIVE: PARTNERSHIP ON SUSTAINABLE HEALTH WORKFORCE
FOR HEALTH SECURITY
27-29 November 2024**

19 November 2024

Sir/Madam:

The Department of Foreign Affairs through its Office of Asian and Pacific Affairs intends to procure “Conference Management Services for the /international Conference on the Philippines-Pacific Health Initiative: Partnerships on Sustainable Health Workforce for Health Security on 27-29 November 2024” in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein subject to the attached Price Proposal Form - Annex I, provided as part of this Request for Quotation (RFQ). The proposal duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **22 November 2024, Friday, at 12:00 NN** and addressed to **Ms. Rheamar V. Delgado**, Office of Asian and Pacific Affairs, Eighth Floor, Department of Foreign Affairs Headquarters, 2330 Roxas Boulevard, Pasay City, Philippines. Foreign Affairs Headquarters, 2330 Roxas Boulevard, Pasay City, Philippines.

A copy of your 2024 Business/Mayor’s Permit and PhilGEPS Registration is also required to be submitted along with your signed quotation proposal. A valid and updated PhilGEPS Registration, Certificate (Platinum Membership) (all pages) may be submitted lieu of the Mayor’s/business Permit.

The Supplier/Service Provider shall also submit its **Omnibus Sworn Statement and Secretary’s Certificate** (GPPB-prescribed forms), and **Income/Business Tax** with the Screenshot of the eFPS Filing Reference Number or proof of payment via eFPS and Stamp of the RDO or AABs.

The proposal shall first be ranked according to the total cost. Should the lowest proposal fail to pass according to the TOR, the next lowest proposal shall be evaluated until such time that a proposal meets the passing score. Should there be a tie, draw lots will be implemented. The lowest calculated and responsive bidder will be advised accordingly.

For further information, please refer to the undersigned through Email:
aspac.ao@dfa.gov.ph.

**LATE SUBMISSION OF PROPOSAL SHALL NOT BE ACCEPTED
AND CONSIDERED.**



ROWENA MA. C.T. SIERRA
Administrative Officer, DFA-ASPAC

PRICE PROPOSAL FORM

Ms. RHEAMAR V. DELGADO

Office of Asian and Pacific Affairs, 8th Floor
Department of Foreign Affairs Headquarters
2330 Roxas Boulevard, Pasay City, Philippines

Madam:

Having examined the Request for Quotation for the “CONFERENCE MANAGEMENT FOR THE INTERNATIONAL CONFERENCE ON THE PHILIPPINES-PACIFIC HEALTH INITIATIVE: PARTNERSHIPS ON SUSTAINABLE HEALTH WORKFORCE FOR HEALTH SECURITY ON 27-29 NOVEMBER 2024” the receipt of which is hereby duly acknowledged, the undersigned offers the following commercial terms below:

Quantity	Unit of Measure	Item Description
1	Lot	Conference Management Services for the International Conference on Philippine-Pacific Health Initiative: Partnerships on Sustainable Health Workforce for Health Security, 27-29 November 2024
Total Cost in Figures (VAT Inclusive)		
Total Costs in Words (VAT Inclusive)		

We undertake, if our proposal is accepted, to comply with the offers stated herein as well as in the Terms of Reference.

Until a formal contract is prepared and executed, this proposal together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that **you are not bound to accept the lowest or any proposal you may receive.**

Date

Company Name and Address

Authorized Representative Name & Signature

Bidder's Official Contact Number