Republic of the Philippines
COMMISSION ON AUDIT
Regional Office No. 5
Rawis, Legazpi city

REQUEST FOR QUOTATION

Date: 7-Nov-18
RFQ No.: 2018-10-
PR No.: 2018-11-296

Name of Company: _____
Address: _____
Business Permit No: _____
TIN No: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly representative not later than: _____

Open quotations may be submitted, manually or through facsimile or email at the address and contract numbers indicated below.

MARY ANN FE R. CRISOL
Information Officer V/Chief-Property Section
Procurement Officer

After having carefully read and accepted the Terms and conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget of the Contract	OFFER					
			PRICE			Compliance w/ Technical Specifications		REMARKS
			QTY	Unit Price	Total Price	Yes	No	
Provision for venue and Catering services (2 snacks and 1 lunch) for the Seminar on Barangay Financial Management scheduled on November 12-13, 2018.								
Number of Participants	240 pax	400.00/pax per day						
Amenities/Terms for the venue								
- Free use of LCD Projector								
- Free use of good sound system								
- Free use of microphones								
- Free use of podium								
- Free use of whiteboard with whiteboard markers								
- With tarpaulins indicating the conference as backdrop								
- With 1 pc Philippine Flag								
- With Registration table								
- provision of Generator Set								
- venue must be equipped with an airconditioning unit with sufficient cooling capacity for large number of occupants								
Amenities/Terms for the catering								
- To provide chairs w/ seat covers & tables with cloth								
- To provide 2 units of water dispenser								
-Free flowing coffee								
- Sufficient utensils, plates and other wares								
- Service crew with proper uniform and hair net								
- Assistance of well-trained waiters and catering personnel								
- Preferably assisted buffet								
- Ensure cleanliness before & after meals								
- Submit menu proposal for approval								
- Indicate complimentary meals, if any								
-Subject to adjustments to actual number of participants after the first day								
Total Cost		**192,000.00**						

Signature over Printed Name

Contact Nos. (Landline and Mobile); Email address

11/7/18

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
9. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB – TSO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.