



**REQUEST FOR QUOTATION**

Date : \_\_\_\_\_

RFQ No. 2019-07-

PR No. 2019-07-117

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**

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					REMARKS
			PRICE			Compliance w/ Technical Specifications		
			QTY	Unit Price	Total Price	Yes	No	
<b>Catering Services (1 Lunch &amp; 2 Snacks) for the Seminar on Levelling Session on GAD and the Use of Gender Analysis Tools August 5-7, 2019</b>								
<b>August 5-7, 2019 - Class 1</b>								
Participants	67 pax	450.00/pax						
Resource Persons (RPs)								
Days 1 to 3 - (1) RP	1 pax	450.00/pax						
Training Facilitator/Materials Coordinator	3 pax	450.00/pax						
Technical Assistant								
<b>August 5-7, 2019 - Class 2</b>								
Participants	65 pax	450.00/pax						
Resource Persons								
Days 1 to 3 - (1) RP each day	1 pax	450.00/pax						
Training Facilitator/Materials Coordinator	3 pax	450.00/pax						
Inspector								
<b>Amenities/Terms:</b>								
-Free use of Hall (8:00 am to 5:00 pm.) -Standard Backdrop (for 2 Classes) -Stage with Podium & Microphone -Free use of LED/LCD Projector w/ Projector Screen -1 Table for the Secretariat/Tmng. Management Team -1 Table for the Resource Speaker -Uniformed and well-trained waiter/staff - Standby Generator - Additional three (3) microphones - Whiteboard Marker w/ marker & eraser -Free flowing coffee and unlimited rice -Preferably assisted buffet - Indicate complimentary meals, if any <b>- Subject to adjustments to actual number of participants after the first day</b>								
<b>Total Cost</b>		<b>189,000.00</b>						

Signature over Printed Name

**TERMS AND CONDITIONS:**

Contact Nos. (Landline and Mobile); Email address

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
- The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 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.