



REQUEST FOR QUOTATION

Date : 19-Nov-19
 RFQ No. 2019-11-
 PR No. 2019-11-222

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 | |
| Catering services (1 lunch & 2 snacks (am/pm) for the Seminar on Property & Supply Management for Agency Personnel on November 26-29, 2019 | | | | | | | | |
| Participants | 70 pax | 500.00/pax | | | | | | |
| Resource Persons (RPs) | | | | | | | | |
| Day 1 - 1 RP | 1 pax | 500.00/pax | | | | | | |
| Day 2 - 1 RP | 1 pax | 500.00/pax | | | | | | |
| Day 3 - 1 RP | 1 pax | 500.00/pax | | | | | | |
| Day 4 - 2 RPs | 2 pax | 500.00/pax | | | | | | |
| Training Coordinator/Facilitator | 4 pax | 500.00/pax | | | | | | |
| Materials Coordinator/ Inspector | | | | | | | | |
| Amenities/Terms: | | | | | | | | |
| - Free use of Hall (8:00 a.m. - 5:00 p.m.) | | | | | | | | |
| - Standard Backdrop inside the Hall and Welcome backdrop | | | | | | | | |
| - Standard Sounds and Lights | | | | | | | | |
| - Stage with Podium and Microphone | | | | | | | | |
| - Free use of LED/LCD Projector w/ Projector Screen | | | | | | | | |
| - Uniformed and well-trained waiter staff | | | | | | | | |
| - Standby Generator | | | | | | | | |
| - Provision of (2) separate tables for the Secretariat and for the RPs | | | | | | | | |
| - Additional (2) microphones with stand | | | | | | | | |
| - Whiteboard w/ marker & eraser | | | | | | | | |
| - Free flowing coffee and unlimited rice | | | | | | | | |
| - Indicate complimentary meals, if any | | | | | | | | |
| - Submit daily menu proposals for approval | | | | | | | | |
| - Preferably assisted buffet | | | | | | | | |
| - Parking Area to at least 10 cars | | | | | | | | |
| - Subject to adjustments to actual number of pax after the 1st day | | | | | | | | |
| Total Cost | | 150,500.00 | | | | | | |

Signature over Printed Name

Contact Nos. (Landline and Mobile); Email address

TERMS AND CONDITIONS:

- 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.