



Republika ng Pilipinas  
PAMAHALAANG LUNGSOD NG TACLOBAN  
(City Government of Tacloban)  
Kanhuraw Hill, Tacloban City 6500

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

1<sup>st</sup> Canvassing

Company Name/Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No. \_\_\_\_\_

Procurement Title/Category: Catering Services

Please quote your lowest price for the item(s) listed below, subject to terms and conditions stated hereunder and submit your sealed quotation duly signed by your representative to our office not later than 9 o'clock in the morning, of **April 4, 2024**. Opening of quotation shall be held at 2 o'clock in the afternoon of **April 4, 2024**.

RFQ No.	2024-238
RFQ Date:	4/1/2024
Approved Budget for the Contract (ABC)	₱130,000.00
Mode of Procurement	Negotiated Procurement/ NP-SVP
PR No.	Lot 1: 421541201 Lot 2: 223181511 Lot 3: 523181496 Lot 4: 123181504
PR Date:	3/18/24,3/14/24 3/12/24
End-user:	CMO- Supply,CSWDO

**Sgd.JONATHAN R. HIJADA**

BAC Chairman

Terms & Conditions:

- All entries must either be typewritten or legibly handwritten;
- Delivery Period: within (30) thirty days upon receipt of Purchase Order (PO) or as may be required by the appropriate authority. Administrative penalties pursuant to Rule XXXIII, Section 69 of RA 9184 shall be imposed for non-delivery without valid reason;
- Cash on Delivery modes shall not be acknowledged and quotation with such modes shall be considered failed.**
- Warranty shall be for a minimum of three (3) months for supplies and materials, and one (1) year for equipment from date of acceptance of end-user;
- Quoted price shall be valid for a period of (6) months;
- Documents to be attached upon submission of this quotation:
  - Valid Mayor's Business Permit
  - PhilGEPS Registration Number/Organization ID Number
  - Notarized Original Omnibus Sworn Statement (Revised format GPPB Resolution No. 16-2020).**
  - Brochure showing brand, model and specifications of the product being offered, if applicable.
  - All photocopied documents submitted shall be a certified copy from the original.
  - All documents must be enclosed in a properly labeled and sealed envelope, indicating the PR No.
- The BAC shall conduct the alternative procurement process in accordance with RA 9184 and its 2016 RIRR.

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 1	CMO-Supply 421541201/3-18-24				
1.	FOOD BUFFET AND VENUE -use of venue and full catering set-up with servers Menu: -3 main dish -1 vegetable -rice -1 dessert -softdrinks (no limit) -bottled water, 330ml	200	Covers		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: \_\_\_\_\_ Warranty: \_\_\_\_\_

Delivery Period: \_\_\_\_\_ days upon receipt of the PO Price valid until: \_\_\_\_\_

After having carefully read and accepted your General Conditions (terms and conditions), I/We quote you on the item(s) at prices provided above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the terms and conditions specified by your procuring entity.

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Printed Name/Signature/Date

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Contact Number



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RFQ No.	2024-238
RFQ Date:	4/1/2024
Approved Budget for the Contract (ABC)	₱20,000.00
Mode of Procurement	Negotiated Procurement/ NP-SVP
PR No.	Lot 1: 421541201 Lot 2: 223181511 Lot 3: 523181496 Lot 4: 123181504
PR Date:	3/18/24,3/14/24 3/12/24
End-user:	CMO-Supply,CSWDO

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BAC Chairman

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 2	CSWDO 223181511/3-14-24				
	Leadership and Sensitivity Training to PWD Officers and Leaders				
1.	Pack Meals Rice, Fried Chicken, Pancit Bam-I, Banana and 350 ml bottled water	80	Pax		
2.	Snacks Belgium Bread and 350 ml bottled Water	160	Pax		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: \_\_\_\_\_ Warranty: \_\_\_\_\_

Delivery Period: \_\_\_\_\_ days upon receipt of the PO Price valid until: \_\_\_\_\_

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Printed Name/Signature/Date

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RFQ No.	2024-238
RFQ Date:	4/1/2024
Approved Budget for the Contract (ABC)	₱35,000.00
Mode of Procurement	Negotiated Procurement/ NP-SVP
PR No.	Lot 1: 421541201 Lot 2: 223181511 Lot 3: 523181496 Lot 4: 123181504
PR Date:	3/18/24,3/14/24 3/12/24
End-user:	CMO-Supply,CSWDO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 3	CSWDO 523181496/3-12-24				
	Assembly Meeting for Solo Parents Federation				
1.	Buffet Meals Rice, Pork Steak, Buttered Chicken, Mixed Vegetables, Mixed Fruits, Softdrinks and Water	100	Pax		
2.	Snacks Croissant Bread and 350 ml bottled Water	200	Pax		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: \_\_\_\_\_ Warranty: \_\_\_\_\_

Delivery Period: \_\_\_\_\_ days upon receipt of the PO Price valid until: \_\_\_\_\_

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RFQ No.	2024-238
RFQ Date:	4/1/2024
Approved Budget for the Contract (ABC)	₱5,250.00
Mode of Procurement	Negotiated Procurement/ NP-SVP
PR No.	Lot 1: 421541201 Lot 2: 223181511 Lot 3: 523181496 Lot 4: 123181504
PR Date:	3/18/24,3/14/24 3/12/24
End-user:	CMO-Supply,CSWDO

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ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
Lot 4	CSWDO 123181504/3-12-24				
	RA 11861 (Expanded Solo Parents Welfare Act) Orientation				
1.	Pack Meals Rice, Pork Steak, Pancit Bam-I, Banana and 350 ml bottled water	24	Pax		
2.	Snacks Croissant Bread and 350 ml bottled Water	33	Pax		
	<i>xxxxx nothing follows xxxxx</i>	GRAND TOTAL:			

Brand & Model: \_\_\_\_\_ Warranty: \_\_\_\_\_

Delivery Period: \_\_\_\_\_ days upon receipt of the PO Price valid until: \_\_\_\_\_

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