

# REQUEST FOR QUOTATION

## For Provision of Meals and Venue Package for the Executive and Legislative Top Management Review of the Provincial Government of Cavite

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Complete Company Address

Date: January 28, 2019

RFQ No.: NLONTOC-RFQ-027-2019

PR No.: 2019-1-174/1-25-19

PHILGEPS Ref. No.: 5980610

**To whom it may concern:**

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than February 04, 2019 at 5:00 PM to the BAC Office, 2/F Provincial Capitol Bldg., Brgy. San Agustin, Trece Martines City.

Very truly yours,  
**RENATO A. ABUTAN**  
BAC-A Chairman

**CANVASSERS'S CERTIFICATION**

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for Office of the Provincial Governor of the Provincial Government of Cavite.

\_\_\_\_\_  
(Printed Name & Signature)  
**AUTHORIZED CANVASSER**

PLEASE QUOTE: **PER ITEM**

BIDDER'S PROPOSAL BOX

No	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	DELIVERY (days/weeks)
					Unit Price	Total Price		
	Meals	100	pax	150,000.00				
	**see 2 page for specification**							
	<b>Total</b>			<b>150,000.00</b>				

- GENERAL CONDITIONS**
1. All entries must be legibly handwritten or typewritten;
  2. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, BIR Certificate, etc.) and PhilGEPS Online Registration/Certification;
  3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:  
 Company Name  
 RFQ No.  
 PR No.  
 PHILGEPS Reference No.
  4. Delivery period must be at least within \_\_\_\_\_ calendar days from date of the Notice to Proceed (Indicate the days of delivery in the Bidder's Proposal box)
  5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
  6. Price validity shall be for a period of three(3) months;
  7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
  8. If Bid is accepted, the supplier undertakes to provide a performance security in the form, amounts, and within the times specified in the Revised IRR of R.A. 9184;
  9. It is understood that the Provincial Government of Cavite is not bound to accept the Lowest Calculated Bid or any Bid it may receive;
  10. Transaction with the Provincial Government of Cavite shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
  11. Failure to comply with these conditions shall mean disqualification of your bid proposal.

**SUPPLIER/CONTRACTOR/CONSULTANT'S CERTIFICATION**

Date: February 04, 2019

After having carefully read and accepted your General Conditions, I/we quote you on the item/s at price/s noted above for immediate delivery and shipment, which can be made in \_\_\_\_\_ days from receipt of the Notice To Proceed.

\_\_\_\_\_  
Printed Name & Signature  
of Authorized Representative

\_\_\_\_\_  
Company Tel./Fax/Mobile No.

\_\_\_\_\_  
Company Tax Identification No. (TIN)

\*Attach Certificate of Registration (BIR)

Received by: JVN 10:05 AM 1/28/19

034 1/28

PLEASE QUOTE: PER ITEM

BIDDER'S PROPOSAL BOX

No.	ITEM DESCRIPTION (Item Name & Technical Specifications)	QTY	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	Delivery (days/weeks)
					Unit Price	Total Price		
	AM Snack - (pasta/snack menu and 1 round of drink) Buffet Lunch - (soup, salad, Main Course, Vegetable, Dessert, Rice and Iced Tea) PM Snack - ( pasta/snack menu and 1 round of drink)  Amenities: -Use of Function Room -Complimentary use of the conference room for 8hrs/day -Complimentary use of one (1) Whiteboard with markers -Complimentary use of one (1) Flipchart with Papers -Complimentary hard candies -Set up of Pads and Pencils -Overflowing Coffee							
	**nothing follows**							
	<b>TOTAL</b>			<b>150,000.00</b>				

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name & Signature  
of Authorized Representative