



**BIDS AND AWARDS COMMITTEE
(BAC II)**

REQUEST FOR QUOTATION

Project	: CATERING SERVICES	Date	: 24 November 2018
PR No.	: 2018-11-1306	Quotation No.	: 2018-11-017
Approved Budget for the Contract	: NINE HUNDRED FIFTY THOUSAND PESOS (Php 950, 000.00)	Procurement Method	: Small Value Procurement

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than 28 November at 1:00 A.M. at New Executive Bldg., JP Laurel St., San Miguel Manila, psu.pcoo@gmail.com

General Conditions:

1. Delivery period within 3 calendar days from receipt of the Purchase Order form.
2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by PCOO.
3. Price validity shall be for a period of sixty (60) calendar days.
4. Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES.**
5. The supplier awarded with the contract shall submit the following updated documents prior to **payment:**

- Mayor's / Business Permit
- PhilGEPS Registration Number
- Income/Tax Return
- Omnibus Sworn Statement
- Professional License/Curriculum Vitae (Consulting Services)
- PCAB License (Infra.)
- NFCC (Infra.)

Company Name : _____
Address : _____
Email : _____ **TIN No** : _____
Representative : _____ **Contact No.** : _____

Item No.	Item Description	Qty	Unit	Unit Price	Total
1	Catering Services for the Official Regional Launch of the two Philippine Development Forum (PDF) events, namely: the Pledging Session for the Reconstruction and Rehabilitation of Marawi City, back-to-back with Sulong Pilipinas 2018: "Hakbang Tungo sa Kaunlaran", both scheduled for the 28th of November 2018				
	> VIP Lunch Family Style/russian serving/Plated for three (3) ten (10) seater round table at the SMX Function Room 1 for thirty (30) pax				
	> Seven (7) ten (10) seater round tables with buffet set-up in the venue for Seventy (70) pax at the SMX Function Room 1				
	> Fifty-two (52) ten (10) seater round tables with four (4) buffet stations in the venue for five hundred twenty (550) pax at the SMX Function Room 2				
	> three (3) six (6) seater rectangular tables with a buffet set-up in the venue for thirty (30) pax at the SMX Meeting Rooms 2 & 3				
	> Other requirements:				



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<p>- Must be an accredited caterer of SMX Convention Center, SM Lanang</p>	<p>- Must have experience in providing high-level diplomatic and international event with government protocols</p> <p>- Experience in multi-sectoral and mix-religious dietary restriction and protocol</p> <p>- More than ten years experience in catering services</p> <p>- Inclusive of floral center pieces</p> <p align="center">----- CONTINUED -----</p> <p>- Should have a wide selection of themed table cloth and runners</p> <p>>Total meals to be provided:</p> <p>- VIP Lunch is max at 100 with 30 pax served while the rest seventy (70 pax) will be buffet</p> <p>- Dishes should include the following: (Menu to include the following: Tiger Prawn, Beef, desserts, soup, salad, drinks not limited to ice tea only, and a Davao Dish)</p> <p>- Lunch for function room 2 and meeting rooms 2 & 3, will be buffet as mentioned above max for five hundred fifty (550) pax, also inclusive of AM/PM Snacks at 550 pax max</p> <p>(Menu to include the following: Prawn, Beef, desserts, soup, salad, drinks not limited to ice tea only, and a Davao Dish)</p> <p>- suggested menu should be included in the submission of the bid/ quotation)</p>			<p align="right">P _____</p>	<p align="right">P _____</p>
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After having carefully **read and accepted your General Conditions**, I quote you on the item at prices noted above.

Printed Name / Signature

Date