

**REQUEST FOR QUOTATION**  
**SVP 131-22**

The **Municipality of Guagua**, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement (Small Value Procurement) for the project: **Procurement of meals and snacks on Conduct of Year-End Assessment and Planning Session for the Ensuing Year 2023, and Enhancement of Cohesiveness among the staff and members of the Vice Mayor's Office, Library and Office of the Secretary in the Municipality of Guagua, Pampanga on December 5-6, 2022** in accordance with Section 53.9 of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

Name of Project: **Procurement of meals and snacks on Conduct of Year-End Assessment and Planning Session for the Ensuing Year 2023, and Enhancement of Cohesiveness among the staff and members of the Vice Mayor's Office, Library and Office of the Secretary in the Municipality of Guagua, Pampanga on December 5-6, 2022**

Location : Pampanga

Brief Description: Procurement of meals and snacks on Conduct of Year-End Assessment and Planning Session

Approved Budget for the Contract: PhP 84,700.00

Contract Duration: 2 calendar days

Submission of quotation documents is on or before **December 01, 2022 at 9:00 am** while opening of said documents will follow thereafter at the same address indicated above. Late submission shall not be accepted.

The forms, which are part of the quotation documents, shall be the same forms to be submitted by the bidders for their compliance with the schedule of requirements, technical specifications, and financial proposal submission sheet. Non-compliance therewith shall be a ground for disqualification. The "No Contact Rule" shall apply. Bidders are not allowed to call or talk to any member of the BAC, TWG, or Secretariat right after the opening of the quotation documents.

The proponent determined to have the Lowest Calculated Bid must be PhilGEPS registered and shall submit the following requirements: Mayor's or Business Permit, PCAB License (for infrastructure projects), and duly signed and notarized Omnibus Sworn Statement.

The Municipality of Guagua hereby reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may call **Ilona G. Bansil at telephone no. (045) 457-3796**.

Very truly yours,

(Sgd.)

**Raul G. Naguit**  
BAC Chairperson

SCHEDULE OF REQUIREMENTS

Description	Quantity	Unit	Unit Price	Amount
DAY 1				
Snacks				
- (AM) Pisto, Tamalis, Pandesal	83	Pax		
- (PM) Pancit Canton, Chicken Sandwich w/ soda	83	Pax		
Meals				
- (Lunch) Fried Chicken, Mixed Veggies, Beef Broccoli, Rice, w/ soda	83	Pax		
DAY 2				
Snacks				
- (AM) Arozcaldo w/ Tokwa	83	Pax		
- (PM) Baked Mac, Garlic Bread w/ soda	83	Pax		
Meals				
- (Lunch) Pork Sisig, Menudo, Fish Fillet w/ soda	83	Pax		
Pica-pica, Iced Tea & Coffee	1	Lot		
Grand Total				

I hereby certify to comply and deliver all the above requirements.

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

\_\_\_\_\_  
Signature over Printed Name of Bidder  
or Representative

\_\_\_\_\_  
Date

TECHNICAL SPECIFICATIONS

Item	Specification			Statement of Compliance
1		Description	Quantity	Unit
	DAY 1			
	Snacks			
	- (AM) Pisto,Tamalis, Pandesal	83	Pax	
	- (PM) Pancit Canton, Chicken Sandwich w/ soda	83	Pax	
	Meals			
	- (Lunch) Fried Chicken, Mixed Veggies, Beef Brocolli, Rice, w/ soda	83	Pax	
	DAY 2			
	Snacks			
	- (AM) Arozcaldo w/ Tokwa	83	Pax	
	- (PM) Baked Mac, Garlic Bread w/ soda	83	Pax	
	Meals			
	- (Lunch) Pork Sisig, Menudo, Fish Fillet w/ soda	83	Pax	
	Pica-pica, Iced Tea & Coffee	1	Lot	

Note: Bidders must state either “Comply” or Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each “Specification”, stating the corresponding performance parameter of the equipment offered.

I hereby commit to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Bidder  
or Representative

\_\_\_\_\_  
Date

FINANCIAL PROPOSAL SUBMISSION SHEET

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

The Chairperson  
Bids and Awards Committee  
Municipality of Guagua

Sir/Madame,

After having carefully read and accepted the terms and conditions in your Request for Quotation hereunder is our quotation for the project, *Procurement of meals and snacks on Conduct of Year-End Assessment and Planning Session for the Ensuing Year 2023, and Enhancement of Cohesiveness among the staff and members of the Vice Mayor's Office, Library and Office of the Secretary in the Municipality of Guagua, Pampanga on December 5-6, 2022 (SVP 131-22).*

Description	Quantity	Unit	Unit Price	Amount
DAY 1				
Snacks				
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- (PM) Pancit Canton, Chicken Sandwich w/ soda	83	Pax		
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- (AM) Arozcaldo w/ Tokwa	83	Pax		
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Meals				
- (Lunch) Pork Sisig, Menudo, Fish Fillet w/ soda	83	Pax		
Pica-pica, Iced Tea & Coffee	1	Lot		
Grand Total:				

Very truly yours,

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

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Date