

REQUEST FOR QUOTATION
SVP 44-23

The **Municipality of Guagua**, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement (Small Value Procurement) for the project: **Rental of Venue and Meals to be served during the 7th Commencement Exercises of Guagua Community College** in accordance with Section 53.9 of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

Name of Project: **Rental of Venue and Meals to be served during the 7th Commencement Exercises of Guagua Community College**

Location : Pampanga

Brief Description: Rental of Venue and Meals

Approved Budget for the Contract: PhP 125,000.00

Contract Duration: 1 calendar day

Submission of quotation documents is on or before **July 31, 2023 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 **Ms. Ilona G. Bansil at telephone no. (045) 900-2391 or email at lgugua.bac@gmail.com**.

Very truly yours,

(Sgd.)

Raul G. Naguit
BAC Chairperson

SCHEDULE OF REQUIREMENTS

Description	Quantity	Unit	Unit Price	Amount
Rental of Venue -good for 500 pax -function room forum (4 hours) -with Wi-fi internet connection -LCD projector and white screen -podium -sound system with microphones -stage (12x16) -banquet set-up for forum -registration table	1	Lot		
Meals -appetizer (soup) -1 Dish with chicken or pork -1 Dish with Fish/Seafood -Vegetable dish or noodle (pancit) -Steamed rice -Dessert -Refillable soda/ iced tea	100	Pax		
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
	Description	Quantity	Unit	
1	Rental of Venue -good for 500 pax -function room forum (4 hours) -with Wi-fi internet connection -LCD projector and white screen -podium -sound system with microphones -stage (12x16) -banquet set-up for forum -registration table	1	Lot	<hr/>
2	Meals -appetizer (soup) -1 Dish with chicken or pork -1 Dish with Fish/Seafood -Vegetable dish or noodle (pancit) -Steamed rice -Dessert -Refillable soda/ iced tea	100	Pax	<hr/>

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, Rental of Venue and Meals to be served during the 7th Commencement Exercises of Guagua Community College (SVP 44-23).

Description	Quantity	Unit	Unit Price	Amount
Rental of Venue -good for 500 pax -function room forum (4 hours) -with Wi-fi internet connection -LCD projector and white screen -podium -sound system with microphones -stage (12x16) -banquet set-up for forum -registration table	1	Lot		
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Grand Total:				

Very truly yours,

Name of Company

Name/Signature of Representative

Contact Number

Date