

**REQUEST FOR QUOTATION**  
**SVP 83-23**

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 Accommodation for the Year-End Cum Team Building Activity of the Office of Municipal Engineer** 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 Accommodation for the Year-End Cum Team Building Activity of the Office of Municipal Engineer**

Location : Bacolor, Pampanga

Brief Description: Procurement of Meals, snacks, and accommodation for the 2-Day Year-End Cum Team Building Activity

Approved Budget for the Contract: Php 73,000.00

Contract Duration: 2 calendar days

Submission of quotation documents is on or before **November 10, 2023 at 8:30 AM** 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 [lguagua.bac@gmail.com](mailto:lguagua.bac@gmail.com).

Very truly yours,

(Sgd.)

**Raul G. Naguit**  
BAC Chairperson

## SCHEDULE OF REQUIREMENTS

Description	Quantity	Unit	Unit Price	Amount
<p><b>Rental Fee for the Venue/ Accommodation</b></p> <p><i>Capacity/ Amenities:</i>                      -2 Days and 1 Night Accommodation                      -Capacity of 25-30 pax                      -With kitchen for use                      -With kitchen appliances and utensils                      -With outdoor dining, good for 25-seater                      -With Private Pool of 100 sq.m                      -With 4 Bedrooms with bathroom                      -With Wi-Fi connectivity, billiard, darts, Smart TV with cable, outdoor playground                      -With spacious parking lot</p>	<b>2</b>	<b>Days</b>		
<p><b>Meals for 24 Persons (Breakfast, Lunch, Dinner, and Snacks) for 2 Days and 1 Night</b></p> <p><i>Inclusions:</i></p> <p><b>Breakfast Meal</b></p> <ul style="list-style-type: none"> <li>➤ 5 Dishes                             <ul style="list-style-type: none"> <li>○ Fried Egg</li> <li>○ Ham</li> <li>○ Longganisa</li> <li>○ Tocino</li> <li>○ Salted Egg</li> </ul> </li> <li>➤ Garlic Rice</li> <li>➤ Tomatoes</li> <li>➤ Pandesal</li> <li>➤ Orange Juice</li> <li>➤ Coffee</li> </ul> <p><b>Lunch-Dinner Set Meal</b></p> <ul style="list-style-type: none"> <li>➤ 7 Dishes                             <ul style="list-style-type: none"> <li>○ Veggie Salpicao</li> <li>○ Chicken Inasal</li> <li>○ Sinigang na Baboy</li> <li>○ Sweet and Sour Fish Fillet</li> <li>○ Inihaw na Bangus</li> <li>○ Pork BBQ (on stick)</li> <li>○ Hotdog (on stick)</li> </ul> </li> <li>➤ Rice</li> <li>➤ Water</li> <li>➤ Softdrinks</li> <li>➤ Leche Flan</li> </ul>	1	Lot		

<b>Snacks</b> <ul style="list-style-type: none"> <li>➤ Spaghetti</li> <li>➤ Carbonara</li> <li>➤ Chicken Wings</li> <li>➤ Chicken Sandwich</li> <li>➤ Coconut Macaroons</li> <li>➤ Puto</li> <li>➤ Ice Cream</li> <li>➤ Water</li> <li>➤ Softdrinks</li> </ul>				
<b>Grand Total</b>				

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	<p><b>Rental Fee for the Venue/ Accommodation</b></p> <p><i>Capacity/ Amenities:</i>                      -2 Days and 1 Night Accommodation                      -Capacity of 25-30 pax                      -With kitchen for use                      -With kitchen appliances and utensils                      -With outdoor dining, good for 25-seater                      -With Private Pool of 100 sq.m                      -With 4 Bedrooms with bathroom                      -With Wi-Fi connectivity, billiard, darts, Smart TV with cable, outdoor playground                      -With spacious parking lot</p>	2	Days	
2	<p><b>Meals for 24 Persons (Breakfast, Lunch, Dinner, and Snacks) for 2 Days and 1 Night</b></p> <p><i>Inclusions:</i>  <b>Breakfast Meal</b></p> <ul style="list-style-type: none"> <li>➤ 5 Dishes                             <ul style="list-style-type: none"> <li>○ Fried Egg</li> <li>○ Ham</li> <li>○ Longganisa</li> <li>○ Tocino</li> <li>○ Salted Egg</li> </ul> </li> <li>➤ Garlic Rice</li> <li>➤ Tomatoes</li> <li>➤ Pandesal</li> <li>➤ Orange Juice</li> <li>➤ Coffee</li> </ul> <p><b>Lunch-Dinner Set Meal</b></p> <ul style="list-style-type: none"> <li>➤ 7 Dishes                             <ul style="list-style-type: none"> <li>○ Veggie Salpicao</li> <li>○ Chicken Inasal</li> <li>○ Sinigang na Baboy</li> <li>○ Sweet and Sour Fish Fillet</li> <li>○ Inihaw na Bangus</li> <li>○ Pork BBQ (on stick)</li> <li>○ Hotdog (on stick)</li> </ul> </li> <li>➤ Rice</li> <li>➤ Water</li> <li>➤ Softdrinks</li> <li>➤ Leche Flan</li> </ul>	1	Lot	

	<p><b>Snacks</b></p> <ul style="list-style-type: none"> <li>➤ Spaghetti</li> <li>➤ Carbonara</li> <li>➤ Chicken Wings</li> <li>➤ Chicken Sandwich</li> <li>➤ Coconut Macaroons</li> <li>➤ Puto</li> <li>➤ Ice Cream</li> <li>➤ Water</li> <li>➤ Softdrinks</li> </ul>			
--	---	--	--	--

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 Accommodation for the Year-End Cum Team Building Activity of the Office of Municipal Engineer (SVP 83-23)

Description	Quantity	Unit	Unit Price	Amount
<p><b>Rental Fee for the Venue/ Accommodation</b></p> <p><i>Capacity/ Amenities:</i> -2 Days and 1 Night Accommodation -Capacity of 25-30 pax -With kitchen for use -With kitchen appliances and utensils -With outdoor dining, good for 25-seater -With Private Pool of 100 sq.m -With 4 Bedrooms with bathroom -With Wi-Fi connectivity, billiard, darts, Smart TV with cable, outdoor playground -With spacious parking lot</p>	2	Days		
<p><b>Meals for 24 Persons (Breakfast, Lunch, Dinner, and Snacks) for 2 Days and 1 Night</b></p> <p><i>Inclusions:</i></p> <p><b>Breakfast Meal</b></p> <ul style="list-style-type: none"> <li>➤ 5 Dishes <ul style="list-style-type: none"> <li>○ Fried Egg</li> <li>○ Ham</li> <li>○ Longganisa</li> <li>○ Tocino</li> <li>○ Salted Egg</li> </ul> </li> <li>➤ Garlic Rice</li> <li>➤ Tomatoes</li> <li>➤ Pandesal</li> <li>➤ Orange Juice</li> <li>➤ Coffee</li> </ul>	1	Lot		

<p><b>Lunch-Dinner Set Meal</b></p> <ul style="list-style-type: none"> <li>➤ 7 Dishes <ul style="list-style-type: none"> <li>○ Veggie Salpicao</li> <li>○ Chicken Inasal</li> <li>○ Sinigang na Baboy</li> <li>○ Sweet and Sour Fish Fillet</li> <li>○ Inihaw na Bangus</li> <li>○ Pork BBQ (on stick)</li> <li>○ Hotdog (on stick)</li> </ul> </li> <li>➤ Rice</li> <li>➤ Water</li> <li>➤ Softdrinks</li> <li>➤ Leche Flan</li> </ul> <p><b>Snacks</b></p> <ul style="list-style-type: none"> <li>➤ Spaghetti</li> <li>➤ Carbonara</li> <li>➤ Chicken Wings</li> <li>➤ Chicken Sandwich</li> <li>➤ Coconut Macaroons</li> <li>➤ Puto</li> <li>➤ Ice Cream</li> <li>➤ Water</li> <li>➤ Softdrinks</li> </ul>				
<b>Grand Total:</b>				

Very truly yours,

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

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

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

\_\_\_\_\_  
Date