

**REQUEST FOR QUOTATION**  
**SVP 95-23**

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 conduct of the 2-Day Capacity Building Activity of the LCPC and BCPC Members** 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 conduct of the 2-Day Capacity Building Activity of the LCPC and BCPC Members**

Location : Pampanga

Brief Description: Procurement of Meals and Accommodation for the conduct of the 2-Day Capacity Building Activity

Approved Budget for the Contract: Php 200,000.00

Contract Duration: 2 calendar days

Submission of quotation documents is on or before **December 01, 2023 at 9:00 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>MEALS AND ACCOMMODATION</b></p> <p><i>Package Inclusion:</i></p> <ul style="list-style-type: none"> <li>○ Hotel Rooms (Quadruple sharing per room)</li> <li>○ Function Room</li> <li>○ Buffet Breakfast, Lunch, Dinner, Snacks</li> <li>○ Flowing coffee/tea during the seminar</li> <li>○ Whiteboard and whiteboard marker</li> <li>○ LCD projector and screen</li> <li>○ Podium with built-in PA system</li> <li>○ Use of swimming pools</li> <li>○ Free Wi-Fi access</li> </ul> <p>Date: December 06, 2023</p> <p><i>Inclusions:</i></p> <ul style="list-style-type: none"> <li>➤ 100 pax Lunch (4 dishes with dessert)</li> <li>➤ 100 pax PM Snacks (1 dish with drinks)</li> <li>➤ 100 pax Dinner (4 dishes with dessert)</li> <li>➤ Night Accommodation for 100 pax</li> </ul> <p>Date: December 07, 2023</p> <p><i>Inclusions:</i></p> <ul style="list-style-type: none"> <li>➤ 100 pax Breakfast (4 dishes with dessert)</li> <li>➤ 100 pax AM Snacks (1 dish with drinks)</li> </ul>	100	Package		
<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>MEALS AND ACCOMMODATION</b></p> <p><i>Package Inclusion:</i></p> <ul style="list-style-type: none"> <li>○ Hotel Rooms (Quadruple sharing per room)</li> <li>○ Function Room</li> <li>○ Buffet Breakfast, Lunch, Dinner, Snacks</li> <li>○ Flowing coffee/tea during the seminar</li> <li>○ Whiteboard and whiteboard marker</li> <li>○ LCD projector and screen</li> <li>○ Podium with built-in PA system</li> <li>○ Use of swimming pools</li> <li>○ Free Wi-Fi access</li> </ul> <p>Date: December 06, 2023</p> <p><i>Inclusions:</i></p> <ul style="list-style-type: none"> <li>➤ 100 pax Lunch (4 dishes with dessert)</li> <li>➤ 100 pax PM Snacks (1 dish with drinks)</li> <li>➤ 100 pax Dinner (4 dishes with dessert)</li> <li>➤ Night Accommodation for 100 pax</li> </ul> <p>Date: December 07, 2023</p> <p><i>Inclusions:</i></p> <ul style="list-style-type: none"> <li>➤ 100 pax Breakfast (4 dishes with dessert)</li> <li>➤ 100 pax AM Snacks (1 dish with drinks)</li> </ul>	100	Package	<hr style="border: 0.5px solid black;"/>

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 conduct of the 2-Day Capacity Building Activity of the LCPC and BCPC Members (SVP 95-23).

Description	Quantity	Unit	Unit Price	Amount
<p><b>MEALS AND ACCOMMODATION</b></p> <p><i>Package Inclusion:</i></p> <ul style="list-style-type: none"> <li>○ Hotel Rooms (Quadruple sharing per room)</li> <li>○ Function Room</li> <li>○ Buffet Breakfast, Lunch, Dinner, Snacks</li> <li>○ Flowing coffee/tea during the seminar</li> <li>○ Whiteboard and whiteboard marker</li> <li>○ LCD projector and screen</li> <li>○ Podium with built-in PA system</li> <li>○ Use of swimming pools</li> <li>○ Free Wi-Fi access</li> </ul> <p>Date: December 06, 2023</p> <p><i>Inclusions:</i></p> <ul style="list-style-type: none"> <li>➤ 100 pax Lunch (4 dishes with dessert)</li> <li>➤ 100 pax PM Snacks (1 dish with drinks)</li> <li>➤ 100 pax Dinner (4 dishes with dessert)</li> <li>➤ Night Accommodation for 100 pax</li> </ul> <p>Date: December 07, 2023</p> <p><i>Inclusions:</i></p> <ul style="list-style-type: none"> <li>➤ 100 pax Breakfast (4 dishes with dessert)</li> <li>➤ 100 pax AM Snacks (1 dish with drinks)</li> </ul>	100	Package		
<b>Grand Total:</b>				

Very truly yours,

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

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

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

\_\_\_\_\_  
Date