

REQUEST FOR QUOTATION
SVP 06-24

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 bouquet of flowers to be served and used during the conduct of Mass Wedding this February 2024** 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 bouquet of flowers to be served and used during the conduct of Mass Wedding this February 2024**

Location : Guagua, Pampanga

Brief Description: Procurement of Meals (catering services with venue styling) and 32 pcs. bouquet of flowers

Approved Budget for the Contract: PHP 92,300.00

Contract Duration: 1 calendar day

Submission of quotation documents is on or before **February 12, 2024 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.

Very truly yours,

(Sgd.)

RAUL G. NAGUIT

BAC Chairperson

SCHEDULE OF REQUIREMENTS

Description	Quantity	Unit	Unit Price	Amount
MEALS <i>Inclusions:</i> - 1 dish with beef - 1 dish with chicken - 1 dish with pork - 1 vegetable dish with seafood - Dessert - Rice - Bottled water <i>Note: Catering Services with venue styling/decoration</i>	250	pax		
Bouquet of flowers	32	pcs.		
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	MEALS <i>Inclusions:</i> - 1 dish with beef - 1 dish with chicken - 1 dish with pork - 1 vegetable dish with seafood - Dessert - Rice - Bottled water <i>Note: Catering Services with venue styling/decoration</i>	250	pax	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2	Bouquet of flowers	32	pcs.	<hr/> <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, Procurement of Meals and bouquet of flowers to be served and used during the conduct of Mass Wedding this February 2024 (SVP 06-24).

Description	Quantity	Unit	Unit Price	Amount
MEALS <i>Inclusions:</i> <ul style="list-style-type: none">- 1 dish with beef- 1 dish with chicken- 1 dish with pork- 1 vegetable dish with seafood- Dessert- Rice- Bottled water <i>Note: Catering Services with venue styling/decoration</i>	250	pax		
Bouquet of flowers	32	pcs.		
Grand Total:				

Very truly yours,

Name of Company

Name/Signature of Representative

Contact Number

Date