

REQUEST FOR QUOTATION
SVP 14-24

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 snacks to be served during the conduct of various activities of Women's Month Celebration** 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 to be served during the conduct of various activities of Women's Month Celebration**

Location : Municipality of Guagua, Plaza Burgos, Guagua, Pampanga

Brief Description: Procurement of meals and snacks to be served during the conduct of various activities of Women's Month Celebration (5-days activity)

Approved Budget for the Contract: PhP 114,900.00

Contract Duration: 5 calendar days

Submission of quotation documents is on or before **March 01, 2024 at 12:00 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. Iona 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
Breakfast Meals – Activity: Women’s Solidary Walk, Zumba Marathon <i>Inclusions:</i> - Goto - Pandesal - Egg - Saging Saba (Boiled) - Bottled Water	250	Pax		
Lunch Meals & Snacks Activity: Free haircut and Massage to Women Employees <i>Inclusions (Snacks):</i> - Baked Mac with Bread - Bottled Water <i>Inclusions (Lunch):</i> - Beef Broccoli - Fried Chicken - Rice - Bottled Water	20	Pax		
Meals for Screening Committee Activity: Screening of Entries for Natatanging Kababaihan <i>Inclusions:</i> - 1 dish with rice - Bottled Water	10	Pax		
Snacks Activity: Seminar on Financial Literacy <i>Inclusions:</i> - Pancit Guisado - Spaghetti with Bread - Bottled Water	70	Pax		
Meals & Snacks Activity: Awarding of Natatanging Kababaihan <i>Package Inclusions:</i> - Venue styling - Rice Meals - AM & PM Snacks - Bottle Water	80	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	Breakfast Meals – Activity: Women’s Solidary Walk, Zumba Marathon <i>Inclusions:</i> - Goto - Pandesal - Egg - Saging Saba (Boiled) - Bottled Water	250	Pax	_____
2	Lunch Meals & Snacks Activity: Free haircut and Massage to Women Employees <i>Inclusions (Snacks):</i> - Baked Mac with Bread - Bottled Water <i>Inclusions (Lunch):</i> - Beef Broccoli - Fried Chicken - Rice - Bottled Water	20	Pax	_____
3	Meals for Screening Committee Activity: Screening of Entries for Natatanging Kababaihan <i>Inclusions:</i> - 1 dish with rice - Bottled Water	10	Pax	_____
4	Snacks Activity: Seminar on Financial Literacy <i>Inclusions:</i> - Pancit Guisado - Spaghetti with Bread - Bottled Water	70	Pax	_____
5	Meals & Snacks Activity: Awarding of Natatanging Kababaihan <i>Package Inclusions:</i> - Venue styling - Rice Meals - AM & PM Snacks - Bottle Water	80	Pax	_____

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 to be served during the conduct of various activities of Women's Month Celebration (SVP 14-24).

Description	Quantity	Unit	Unit Price	Amount
Breakfast Meals – Activity: Women's Solidary Walk, Zumba Marathon <i>Inclusions:</i> - Goto - Pandesal - Egg - Saging Saba (Boiled) - Bottled Water	250	Pax		
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Grand Total:				

Very truly yours,

Name of Company

Name/Signature of Representative

Contact Number

Date