

REQUEST FOR QUOTATION
SVP 31-24

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 & snacks and rental of venue for the 2-Days Seminar-Workshop to Enhance Educators Research Competence** in accordance with Section 53.9 of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

Name of Project: **Procurement of meals & snacks and rental of venue for the 2-Days Seminar-Workshop to Enhance Educators Research Competence**

Location : Baguio City

Brief Description: Procurement of meals & snacks and rental of venue

Approved Budget for the PhP 66,687.00

Contract Duration: 2 calendar days

Submission of quotation documents is on or before **April 23, 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 lgugua.bac@gmail.com.

Very truly yours,

(Sgd.)

Raul G. Naguit
BAC Chairperson

SCHEDULE OF REQUIREMENTS

Description	Quantity	Unit	Unit Price	Amount
SNACKS (2 days) - Noodles, sandwich, and drinks	40	Pax		
LUNCH (2 days) - Pork, Chicken Veggie, Rice, Dessert, and Drinks	40	Pax		
VENUE	1	Lot		
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	SNACKS (2 days) - Noodles, sandwich, and drinks	40	Pax	<hr/> <hr/> <hr/>
2	LUNCH (2 days) - Pork, Chicken Veggie, Rice, Dessert, and Drinks	40	Pax	
3	VENUE	1	Lot	

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 & snacks and rental of venue for the 2-Days Seminar-Workshop to Enhance Educators Research Competence (SVP 31-24).

Description	Quantity	Unit	Unit Price	Amount
SNACKS (2 days) - Noodles, sandwich, and drinks	40	Pax		
LUNCH (2 days) - Pork, Chicken Veggie, Rice, Dessert, and Drinks	40	Pax		
VENUE	1	Lot		
Grand Total:				

Very truly yours,

Name of Company

Name/Signature of Representative

Contact Number

Date