

**REQUEST FOR QUOTATION
Negotiated Procurement – Small Value Procurement**

Date: October 5, 2017

RFQ No.: 2017-10-077

The Pasay City Government – Public Employment Service Office (PESO), through its Bids and Awards Committee, intends to apply the sum of One Hundred Fifty Thousand Pesos (Php 150,000.00) being the Approved Budget for the Contract (ABC) for the **Proposed Live-out Package for Various Activities of Public Employment Service Office (PESO)** chargeable against General Fund.

The Pasay City Government BAC now requests quotation for **Food, Venue and Accommodation** for the following activities:

- 1. Conduct of Career Advocates and Life Mentor Coaches (CALM) Learning Session/Workshop:**
AM Snacks, Managed Buffet Lunch and PM Snacks for 50 pax on October 26, 2017 at 8:00AM to 5:00PM
- 2. Conduct of PESO Managers Association of the Philippines NCR Meeting:**
AM Snacks, Managed Buffet Lunch and PM Snacks for 50 pax on November 10, 2017 at 8:00AM to 5:00PM
- 3. Conduct of Financial Literacy Training Program for Civil Society Organization (CSO) of Pasay City:**
AM Snacks, Managed Buffet Lunch and PM Snacks for 50 pax on November 21, 2017 at 8:00AM to 5:00PM

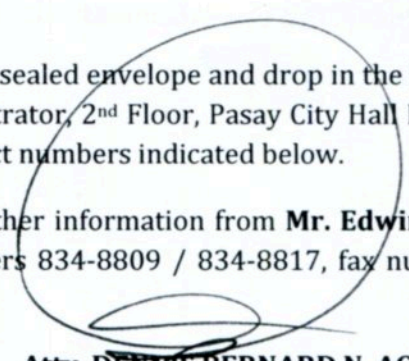
Quotation received in excess of the ABC shall be automatically rejected at the opening of price quotations.

Please submit your duly signed quotations/proposals not later than October 10, 2017 at 10:00am for the item described above, subject to the Terms and Conditions provided with this Request for Quotation (RFQ).

A copy of your mayor's / business permit, PhilGEPS registration number, income/ business tax return and omnibus sworn statement are also required to be submitted along with your quotation/proposal.

Quotations may be submitted manually in a sealed envelope and drop in the box located at the Conference Room, Office of the City Administrator, 2nd Floor, Pasay City Hall Building, or through facsimile or email at the address and contact numbers indicated below.

Interested service provider may obtain further information from **Mr. Edwin V. David, CSEE**, Head – BAC Secretariat at telephone numbers 834-8809 / 834-8817, fax number 891-8786 or email address: bacsecpasay@gmail.com.


Atty. DENNIS BERNARD N. ACORDA
City Administrator / BAC Chairman

**Republic of the Philippines
CITY GOVERNMENT OF PASAY**

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TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price proposal(s)/quotation(s) must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price proposal(s)/quotation(s) to be denominated in Philippine Peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of Contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. Payment term as stated in the Purchase Order / Contract.
8. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Pasay City Government may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies.


Atty. DENNIS BERNARD N. ACORDA
City Administrator / BAC Chairman

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After having carefully read and accepted the Terms and Conditions, I/we submit our quotation for the item as follows:

ITEM DESCRIPTION	QUANTITY (QTY)	APPROVED BUDGET FOR THE CONTRACT (ABC)	OFFER		REMARKS
			Compliance with Technical Specifications (please check)		
			YES	NO	
<p>Proposed Live-out Package for Various Activities of Public Employment Service Office (PESO) chargeable against General Fund</p> <p>1. Conduct of Career Advocates and Life Mentor Coaches (CALM) Learning Session/Workshop: AM Snacks, Managed Buffet Lunch and PM Snacks</p> <p>2. Conduct of PESO Managers Association of the Philippines NCR Meeting: AM Snacks, Managed Buffet Lunch and PM Snacks</p> <p>3. Conduct of Financial Literacy Training Program for Civil Society Organization (CSO) of Pasay City: AM Snacks, Managed Buffet Lunch and PM Snacks</p> <p>package for all activities:</p> <ul style="list-style-type: none"> ❖ use of banquet room for eight hours ❖ tables with linen cover and chairs ❖ uniformed waiters and buffet assistants ❖ purified drinking water ❖ overflowing coffee ❖ ice for drinking ❖ parking area ❖ one hour ingress and egress ❖ seminar kit pen and stationary ❖ welcome tarpaulin ❖ use of LCD projector/whiteboard 	<p>50 pax</p> <p>50 pax</p> <p>50 pax</p>	<p>Php 150, 000.00</p>			

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❖ free wide wi-fi access

Signature over Printed Name

Office Telephone / Fax No.

Mobile No.

Email address/es