

REQUEST FOR QUOTATION

Date: April 18, 2017

RFQ No.: 2017-04-007

The Pasay City Government – City Planning & Development Office, through its Bids and Awards Committee requests for proposal / quotation for the Proposed Buffet Set-up for 350 Person for Pasay City Development Council Meeting on May 8, 2017 from 10:00am to 2:00pm, chargeable against the GENERAL FUND.

Please submit your quotations/proposals duly signed by you or your duly authorized representative not later than April 25, 2017 at exactly 2:00pm for the item described below, subject to the Terms and Conditions provided of this request for quotation (RFQ).

A copy of your business permit and PhilGEPS Registration Certificate are also required to be submitted along with your quotation/proposal.

Quotations may be submitted manually in a sealed envelope and dropped 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.

For any clarification, you may contact **Mr. Edwin V. David, CSEE**, Head – BAC Secretariat at telephone numbers 834-8809 / 834-8817, fax number 891-8786 or email address at evdavid@pasay.gov.ph


Engr. MERLITA L. LAGMAY
City Planning & Development Coordinator

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s to be denominated in Philippine Peso shall include all taxes, duties, and/or levies payable.
4. Food to be served should be of decent and properly prepared both in cases of catering or in packed service arrangement.
5. Should be delivered on time at 10:00am – 2:00pm. This is to guarantee the quality and safety of the food to be served.
6. Food that are found unsatisfactory and do not meet the standards prescribed must not be accepted and shall be returned to the supplier for replacement.
7. Supplies should be based on the need/specifications of the requesting party that are of quality standard based on the prevailing market.
8. Quotations exceeding the Approved Budget for the Contract shall be rejected.
9. Award of Contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
10. 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.
11. The Pasay City Government shall confirm the final number of participants prior to the scheduled function date. This shall be the basis for the contract price.
12. The Pasay City Government shall have the right to inspect the venue and/or to test the goods to confirm their conformity to the technical specifications.
13. Payment term as stated in the Purchase Order / Contract.
14. 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.

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

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 Buffet Set-up for 350 Person for Pasay City Development Council Meeting on May 8, 2017 from 10:00am to 2:00pm</p> <p>1. Buffet set-up for: Food: Soup - at least 3 kinds/choices Appetizers - at least 5 kinds/choices Viands - at least 10 kinds/choices Desserts - at least 5 kinds/choices Drinks: Flowing tea/coffee/drinking water/fruit juices and other beverages</p> <p>Venue set-up: -Registration table (for 20 pax Secretariat) -Presidential table for 16 pax -Motif of green and pink -Top cloth - mix of avocado green and baby pink -3 sets of projector and wide screens to be set-up strategically -Sound system with 5 sets of microphones -Reception time 10:00am to 2:00pm</p>	350 pax	Php 271,250.00			

Signature over Printed Name

Office Telephone / Fax No.

Mobile No.

Email address/es