

Standard Form Number: SF-GOOD-60
Revised on: May 24, 2004
Standard Form Title: **Request for Quotation**

Date: 11/29/2024
Quotation No. 2024-099

Company Name: _____
Address: _____
Business Name: _____
Tax Identification Number (TIN): _____
PhilGEPS Registration Number (required prior to award): _____

Please quote your **lowest price** on the item/s listed below, subject to the General Conditions set on this document, and submit your quotation duly signed by your representative not later than **9:00AM of 04 December 2024** in the return envelope attached herewith.
(For VAT registered entities, quotation should be VAT-inclusive)


RUBEN MARIA O. GUMAPON
BAC Chairperson/Port Services Division Manager

- NOTE:**
1. ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN
 2. DELIVERY PERIOD IS ON 19 DECEMBER 2024.
 3. WARRANTY SHALL BE FOR A MINIMUM PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS
 5. PhilGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED, IF APPLICABLE
 7. APPROVED BUDGET FOR THE CONTRACT (ABC): Php 102,000.00
 8. FOR SMALL VALUE PROCUREMENT WITH ABCs ABOVE Php50K, THE BIDDER WITH LOWEST QUOTED PRICE SHALL SUBMIT A DULY NOTARIZED OMNIBUS SWORN STATEMENT (OSS) AS REQUIRED UNDER THE 2016 REVISED IRR OF RA 9184. THE BIDDER SHALL SUBMIT THE OSS BEFORE THE ISSUANCE OF PURCHASE ORDER. FAILURE TO SUBMIT WITHIN 7 WORKING DAYS UPON RECEIPT OF THE NOTICE OF AWARD SHALL BE GROUND FOR A FORFEITURE OF THE P.O. AND SHALL BE AWARDED TO THE NEXT LOWEST BIDDER.
 9. FOR DIRECT CONTRACTING, THE SUPPLIER SHALL POST A WARRANTY SECURITY FOR A MINIMUM PERIOD OF THREE (3) MONTHS, IN THE CASE OF EXPENDABLE SUPPLIES, OR A MINIMUM PERIOD OF ONE (1) YEAR, IN THE CASE OF NON-EXPENDABLE SUPPLIES, AFTER ACCEPTANCE BY THE PROCURING ENTITY OF THE DELIVERED SUPPLIES (SEE ATTACHED: FORMS OF WARRANTY SECURITY.)

Instructions:

- (1) Accomplish this RFQ correctly and accurately; (2) Do not alter the contents of this form in any way; (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation; (4) Failure to follow these instructions will disqualify your entire quotation.

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
Procurement of Meals and Lease of Venue for CY 2024 Year end Evaluation and Assessment (December 19, 2024)					

1	<p>CY 2024 Year-End Evaluation and Assessment (December 19, 2024)</p> <p>Full Managed Buffet Setup Good for 170pax Inclusive of: 3 Main Dish (Beef, Chicken, Seafood) 1 Noodles/Pasta 1 Vegetable Dish Rice Dessert Drinks</p> <p>Other Inclusions: >Standby waiters for managed buffet >Food label per meal with physical and floral arrangement on buffet table >Use of function room with at least 200 pax capacity available from 6:30pm onwards >Use of sound system</p> <p>Other charges >Wifi access</p>	1	LOT		
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REMARKS:

- * The service supplier shall have its own environmental policy. The environmental policy shall cover environmental procurement, the reduction of waste and energy consumption, and water saving.
 - * The service supplier shall provide local or regional products or products which are produced in a sustainable way (e.g. produced according to good agriculture practices, organic, avoiding overfishing, no products from threatened species) when offering food and beverages.
 - * The service supplier shall provide a vegetarian offer.
 - * The service supplier shall eliminate the use of non-essential disposable products like plastic bags, single-use utensils, etc. When disposable products are used, the supplier shall use recycled materials where possible.
 - * The service supplier shall post its environmental policy in places where employees can easily notice them.
- Services suppliers shall provide evidence that they meet these criteria in form of a written statements signed by the Chief Executive Director or counterparts, accompanied by relevant documentation.
- * The service supplier must submit a copy of its environmental policy signed by the Chief Executive Director or counterparts, including the required elements, and indicate how it is made available to guests and staff personnel.
- Service suppliers must declare compliance with the requirements on waste and packaging by showing packaging samples or proving internal waste reduction management initiatives.

Delivery Period : _____

Warranty :

Price Validity :

After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at prices noted above.

Printed Name / Signature

Position / Designation

Tel. No. / Cellphone No.

email address

Date: _____

PR No. CDO-2553-24

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be dominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of Contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The PPA PMO MO/C Technical Inspector shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated Responsive Quotation, PPA PMO MO/C shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents.
12. Liquidated damages equivalent to the one tenth of one percent (0.1%) of the value of goods not delivered within the prescribed delivery period shall be imposed per day of delay. PPA PMO MO/C shall 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 open to it.

For any clarifications, you may contact us at telephone no. (088) 8561264/8564667; or cellphone no. 09061647613 or email address at **moc_supply@ppa.com.ph**.