

Republic of the Philippines
City Government of Cagayan de Oro
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
Project Name: Procurement of 1 Meal and 2 Snacks; PR 24-0870,dated March 18, 2024
Method of Procurement: Section 53.9 (Negotiated Procurement[Small Value Procurement] of the Updated 2016 Revised IRR of R.A. 9184)

Date : **April 15, 2024**
Quotation No. : **0525-24**

Company Name

Address

Please quote your best lowest price on the item/s listed below, subject to the Terms and Conditions on this page and submit/return this Request for Quotation (RFQ) duly filled-out and signed by your authorized representative not later than **2:00 PM of April 18, 2024**.

By Authority of the BAC: 
ATTY. JOEFFREY D. NAMALATA
City General Services Officer

Terms and Conditions:

- 1. **Delivery Period shall be within 20 calendar days.**
- 2. **Warranty shall be for a period of Three (3) months for supplies & materials; one (1) year for equipment, from the date of acceptance by the procuring entity.**
- 3. **Price Validity shall be for a period of Ninety (90) calendar days.**
- 4. **The following shall be attached upon submission of the quotation:**
 - 1) **PhilGEPS Registration Number**
 - 2) **Current and valid Mayor's/Business Permit**
 - 3) **Brochures of the product being offered for equipment/ vehicles/electronic devices/ appliances**
 - 4) **Omnibus Sworn Statement (duly notarized), for Approved Budget for the Contract (ABC) above fifty thousand pesos (P50,000.00).**

Item No.	ITEM & DESCRIPTION	BRAND & MODEL	QTY	UNIT	UNIT PRICE
1	1 Meal and 2 Snacks - for 5 lecture sessions (32 pax per session) Menu: AM Snack - Chicken Sandwich, 200mL iced tea Lunch - Rice, Roast Beef, Sotanghon, Leche Flan, 200mL softdrinks PM Snack - Spaghetti w/ bread, 200mL iced tea		160	pax	
Total Amount in Words and Figures					

PhilGeps Registration Number : _____

After having carefully read and accepted your Terms and Conditions, I/we quoted you on the item/s at price/s quoted above.

Printed Name / Signature

Tel. No. / Cellphone No. / E-mail Address

Date