

**BASES CONVERSION AND DEVELOPMENT AUTHORITY**

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Email: apgonzales@bcda.gov.ph

REQUEST FOR QUOTATION

Company Name: _____

Date : **11 December 2024**PR #: **PR0001030**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **13 December 2024**.
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or the immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the govt., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.


APRIL JOY GONZALES
Canvasser


ALMIRA CLARIANES
Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT Per Request, Below is/are the price(s) of the article(s)/services(s) as indicated under Unit Price:						
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex- VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (AxD)
30	ITEM	CATERING SERVICES-TRAINING for Effective Business Communication Workshop Date of Event: December 16, 2024 Time: 7AM to 5PM Venue: BCDA Lobby Php 1,200 per pax Inclusion: Buffet Breakfast AM Snacks Buffet Lunch PM Snacks Overflowing coffee and flavored beverage Date of Event: December 17, 2024 Time: 7AM to 5PM Venue: BCDA Boardroom Php 1,200 per pax Inclusion: Buffet Breakfast AM Snacks Buffet Lunch PM Snacks Overflowing coffee and flavored beverage Approved Budget for the Contract - Php 72,000				
				TOTAL AMOUNT		P

Prospective Suppliers who will bid above the ABC will be DISQUALIFIED

Bidders/Suppliers are required to submit the following Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
- 2) PhilGEPS Registration No.
- 3) Notarized Omnibus Sworn Statement

NOTE:



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A) Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the notarized Omnibus Sworn Statement (OSS) within 5 working days upon notification of Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification.

B) Suppliers who have previously submitted the above documentary requirements may no longer require its re-submission except for the Omnibus Sworn Statement.

Terms and conditions:

Price : **(Inclusive of all applicable taxes)**

Payment : **30days**

Delivery : **December 16 and 17, 2024**

Validity of price : **one month**

Warranty : **NA**

We hereby certify, that we have prepared, checked and reviewed this quotation. This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

Printed Name/Signature/Date

Immediate Supervisor

Telephone / Fax Number