

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City
Tel. No. 8575-1700 loc. 1782/1784
Email: jllanciola@bcda.gov.ph
REQUEST FOR QUOTATION

(Company Name):

Date: July 21, 2025
PR #: 0001487

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 **July 25, 2025**.
- 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 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 gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

MONICA LORRAINE R. VIERNES
Canvasser

ALMIRA S. GUARIANES
Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT

Per request, below is/are the price(s) of the article(s)/service(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 (A x D)
50	PAX	<p>CATERING SERVICES FOR THE TRAINING ON DIPLOMATIC PROTOCOL, ETIQUETTE AND SOCIAL GRACES DATE: AUGUST 6, 2025 VENUE: BOARD ROOM, 2F BONIFACIO TECHNOLOGY CENTER, 31ST ST. COR. 2ND AVENUE, BONIFACIO GLOBAL CITY, QUEZON CITY NO OF GUESTS: 50 PAX</p> <p>REQUIREMENTS: COMPLETE BUFFET SETUP BREAKFAST AM SNACKS LUNCH PM SNACKS FLAVORED BEVERAGE OVERFLOWING COFFEE</p> <p>APPROVED BUDGET FOR THE CONTRACT: 60,000.00</p>				
				TOTAL AMOUNT:		P
<p>Bidders/Suppliers are required to submit the following Documentary Requirements upon submission of quotation:</p> <p>1) Valid Mayor's Permit 2) PhilGEPS Registration No. 3) Notarized Omnibus Sworn Statement 4) Income/Business Tax Return if the ABC is above 500k</p> <p>NOTE: 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.</p>						

Terms and conditions:

Price: Inclusive of all applicable taxes
Payment: 30 days
Delivery: August 6, 2025
Validity of price: one (1) month

WARRANTY: N/A

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