

**BASES CONVERSION and DEVELOPMENT AUTHORITY**  
**2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City**  
**Tel. No. 8575-1700 loc. 1782/1784**  
**Fax No. : 8575-1785**  
**email at mrviernes@bcdagov.ph**  
**REQUEST FOR QUOTATION**

(Company Name): \_\_\_\_\_

Date: September 3, 2025

PR #: 0001593

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 **September 8, 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

*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. CLARIANES**  
**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 (AxD)
1	LOT	<b>CATERING SERVICES FOR THE FINANCE AND INVESTMENT COMMITTEE MEETING</b> <b>DATE: SEPTEMBER 8-9, 2025</b> <b>VENUE: BCDA BOARD ROOM, BONIFACIO TECHNOLOGY CENTER, BGC, TAGUIG CITY</b>  <b>REQUIREMENTS:</b> <b>SEPTEMBER 8, 2025 (MONDAY)</b> <b>AM SNACKS (50 PAX) - 10:00 AM</b> <b>SANDWICH OR ASSORTED KAKANIN OR PASTA OR PANSIT NOODLE OF CONGEE OR NOODLE SOUP</b>  <b>LUNCH (65 PAX) - 11:30 AM</b> <b>SOUP</b> <b>SALAD</b> <b>BEEF OR PORK, CHICKEN, SEAFOOD OR FISH</b> <b>VEGETABLES</b> <b>DESSERT (FRUITS AND PASTRIES OR KAKANIN)</b> <b>OVERFLOWING COFFEE AND TEA</b> <b>SODA (ORIGINAL AND ZERO)</b>  <b>SEPTEMBER 9, 2025 (TUESDAY)</b> <b>AM SNACKS (55 PAX) - 10:00 AM</b> <b>SANDWICH OR ASSORTED KAKANIN OR PASTA OR PANSIT NOODLE OF CONGEE OR NOODLE SOUP</b>  <b>LUNCH (70 PAX) - 11:30 AM</b> <b>SOUP</b> <b>SALAD</b> <b>BEEF OR PORK, CHICKEN, SEAFOOD OR FISH</b> <b>VEGETABLES</b> <b>DESSERT (FRUITS AND PASTRIES OR KAKANIN)</b> <b>OVERFLOWING COFFEE AND TEA</b> <b>SODA (ORIGINAL AND ZERO)</b>  <b>APPROVED BUDGET FOR THE CONTRACT: PHP 185,000.00</b>				

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

- 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

**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.

Delivery Address: BCDA BOARD ROOM, BONIFACIO TECHNOLOGY CENTER, BGC, TAGUIG CITY

**Terms and conditions:**

**Price:** Inclusive of all applicable taxes

**Payment:** 30 days

**Delivery:** 2 DAYS (SEPTEMBER 8-9, 2025)

**Validity of price:** 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