



Republic of the Philippines  
**Government of Ormoc City**  
**BIDS AND AWARDS COMMITTEE**  
Ormoc City

CMO

P.R. No.: 241491  
Quotation No.: 243991-2286  
PhilGEPs No.: \_\_\_\_\_

Standard Form Title: **REQUEST FOR QUOTATION**

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by you or your authorized representative not later than \_\_\_\_\_.

**KATHERYNA SOLAÑA**  
PROCUREMENT OFFICER

- NOTE: (1) ALL ENTRIES MUST BE TYPEWRITTEN OR LEGIBLY WRITTEN. (2) DELIVERY PERIOD WITHIN 240 C.D. UPON RECEIPT OF THE APPROVED FUNDED PURCHASE ORDER (P.O.). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be for a minimum for non-delivery without valid reason. (3) WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS OF SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE END-USER. (4) PRICE VALIDITY SHALL BE FOR A PERIOD OF SIXTY (60) DAYS. (5) G-EPS REG NO., MAYORs PERMIT, DTI/SEC, AND FOR ABC's ABOVE 500K - ITR & OMNIBUS SWORN STATEMENT SHALL BE ATTACHED UPON SUBMISSION (6) BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCTS IF APPLICABLE. (7) THE APPROVED BUDGET CEILING FOR THIS PROCUREMENT IS (amount indicated below) Php 102,000.00

	Activities	Schedule	
		FROM	TO
1	Issuance of Canvass	Wednesday May 22, 2024	Monday May 27, 2024
2	Submission of Canvass	Tuesday May 28, 2024	10:00 AM
3	Opening of Canvass	Tuesday May 28, 2024	2:00 PM

#	Item and Description	QTY	UNIT COST	TOTAL
1	Meals (pax)	200 pax		
	Rice			
	Main menu with side dish			
	Choice of: pork, chicken, beef & fish/seafood			
	Choice of: noodles, pasta or vegetables			
	Dessert: choice of fruits or sweets			
	Drinks: 1 round of soda/juice/water			
2	Snacks (pax)	350 pax		
	Choice of:			
	Sandwiches, pasta, burgers and bread with drinks			
	Note:			
	Supplier must provide FREE flowing coffee upon request			
	Can serve during weekends and/or holidays			
	FOR BUFFET CATERING: Only washable/re-usable plates, cups, glasses serving trays are allowed to be used. Drinks must be in water dispensers, jug dispensers, or pitchers for serving drinks (plastic bottles, tetra packs, plastic packed or canned drinks and styrocups are prohibited)			
	FOR PACKED MEALS: packaging should be in biodegradable material such as paper boxes (carton). Plastic utensils to be used are strictly prohibited). Drinks must be in water dispensers, jug dispensers, or pitchers for serving drinks (plastic bottles, tetra packs, plastic packed or canned drinks and styrocups are prohibited)			
GRAND TOTAL >>>				

Brand and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_

After having carefully read and accepted your Conditions, I/We quote you on the item at prices noted above and hereby commit to deliver the same if adjudged to have the lowest and responsive quotation.

Business Name \_\_\_\_\_

Printed Name/Signature/Date \_\_\_\_\_

