



RFQ No. **241260**  
P.R. No. / Date / End User / Purpose:  
**(24-6154 12/6/2024 Provincial Assessor's Office FULL CATERING SERVICES FOR THE YEAR END ASSESSMENT OF THE PROVINCIAL ASSESSOR'S OFFICE PERSONNEL ON DECEMBER 20, 2024)**

**REQUEST FOR QUOTATION**

Small Value Procurement

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this Office duly signed by you or your representative not later than **4:00 p.m. DEC 10 2024**

APPROVED BUDGET FOR  
THE CONTRACT (ABC):  
**Php 63,000.00**

**FRANCIS V. MASLOG**  
CHAIRPERSON  
Bids and Awards Committee

**TERMS AND CONDITIONS**

- All quotations may be typewritten or handwritten, placed in a sealed envelope.
- All quotations shall be valid for one hundred twenty (120) calendar days from the deadline of the submission of the same.
- Any erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative.
- Interested suppliers are required to submit their valid current Mayor's Permit, PhilGEPS Registration Number, and Income/BIR Tax Return (for ABCs above P500,000.00) upon submission of quotation. In lieu of the Mayor's Permit and PhilGEPS Registration Number, the PhilGEPS Certificate of Platinum Membership may be submitted. For new businesses, submit the BIR Certificate of Registration and latest quarterly return or percentage tax..
- The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay.
- The Provincial Government of Pampanga reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/s.
- The PGP also reserves the right to waive any required formality in the proposals received, and select the proposal which it determine to be the most advantageous to the government.

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	70	pax	<p>FULL CATERING SERVICES FOR THE YEAR END ASSESSMENT OF THE PROVINCIAL ASSESSOR'S OFFICE PERSONNEL ON DECEMBER 20, 2024</p> <p>MEAL REQUIREMENTS: AM SNACKS Luncheon Meat Egg Pandesal Bottomless Iced Tea LUNCH Beef Broccoli Chicken with BBQ Sauce Sisig Pork Fish Fillet w/ sweet and sour cream and garlic mayo sauce Rice Buko Pandan Bottomless Iced Tea PM SNACKS Chicken Sandwich Pancit Canton Bottomless Iced Tea ***with free flowing coffee</p> <p>Terms of Reference: 1. Food should be on a open buffet set-up 2. Supplier shall provide all the personnel requirements &amp; paraphernal for this project. 3. Tables, chairs &amp; covers shall be provided as required by the end-user. 4. Must have a fully equipped food service facility within the locality.</p> <p>After Sales Service: 1. Served soiled and spoiled meals must be replaced within one(1) hour upon notification by the end user.</p> <p>Schedule of Requirements: 1. Changes in date and time upon notification by the end user on a 48 hours advance notice.</p>		

**Total Lot Price**

Note: The winning supplier shall submit a duly signed and notarized Omnibus Sworn Statement prior to notice of award.

THE BIDS AWARDS COMMITTEE:

Having carefully read and accepted your Terms and Conditions, including the technical specifications, I/We offer to supply/deliver the item/s as noted above.

\_\_\_\_\_  
Supplier's authorized representative signature over printed name  
Designation: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Email Address.: \_\_\_\_\_

\_\_\_\_\_  
BAC CANVASSER

Jaq