



REQUEST FOR QUOTATION NO.: 2024-11-088

Date: **November 25, 2024**

Procurement Title : Catering Services for the conduct of the CFO 2024 Year-End Assessment on December 19, 2024

Purchase Request No. : 2024-11-226

Approved Budget for the Contract : Php 100,000.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **21st floor, Administrative and Finance Division, The Upperclass Tower, Quezon Avenue, cor Sgt. Reyes St, Diliman, Quezon City** or you can send your files via email at bac.secretariat@cfo.gov.ph on or before **November 29, 2024; 09:00 A.M.**

Documents submitted via email should be password-protected ([see attached instructions on how to lock your files](#)). Passwords should be given to the BAC Secretariat on the opening date by the bidder's representatives attending via ZOOM.

I. General Terms and Condition:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission;
3. Quotations should be **inclusive of all cost and applicable taxes**;
4. The following documents should be submitted **along with the sealed quotation**:
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate;**
 - **Notarized Omnibus Sworn Statement;**
 - **Copy of any Valid ID of the Authorized Representative; and**
 - **Menu**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : _____
 ADDRESS : _____
 PhilGEPS REGISTRATION No.: _____ VALID UNTIL: _____

ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/BID AMOUNT (TOTAL COST) (VAT INCLUSIVE)
Catering Services for the conduct of the CFO 2024 Year-End Assessment on December 19, 2024	Php 100,000.00	
Date and Time: <ul style="list-style-type: none"> ▪ December 19, 2024 ▪ 5:00 pm onwards 		
Location: 20 th Floor, Registration and PDOS Room, The Upper Class Tower, Quezon Ave., cor. Sct. Reyes St. Diliman, Quezon City		
No. of attendees: <ul style="list-style-type: none"> ▪ 5 pax for Plated Dinner ▪ 105 pax for Buffet Dinner 		
Inclusions: <ul style="list-style-type: none"> ▪ 11 Tables (10 pax per table) ▪ Round tables with floor length cover ▪ Chairs with floor length seat cover ▪ Top cloths and table numbers ▪ Dressed buffet tables with elegant design ▪ Uniformed and trained waiters and servers 		
Menu <ul style="list-style-type: none"> ▪ Choices of Beef, Chicken, Fish, Vegetables, Pasta, Steamed Rice, Dessert, Assorted Drinks, Coffee and Tea 		

After careful evaluation of the General Terms and Conditions, Specifications, and Event Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

 Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: _____
 Email Address : _____
 Date : _____

For more information, you may contact the **CFO-BAC Secretariat** through:
Email: bac.secretariat@cfo.gov.ph
Telephone numbers: 8552-4792, 8552-715, 8552-4756

