

SF-GOOD-60

**REQUEST FOR QUOTATION  
(53.9 "Small Value Procurement")**

**Grand Astoria Hotel  
Garden Orchid Hotel  
LM Hotel**

Date: March 2, 2023  
Quotation No.: 0150  
Place of Delivery: City General Services Office

Please quote your lowest price on the items listed below, subject to the General Conditions on the Philippine Bidding Documents on Goods, stating the shortest time of delivery and submit your quotation duly signed by your representative **on or before March 7, 2023 at 10:00 a.m.**

**ATTY. ALEXANDER ERIC F. ELIAS**  
*BAC-Chairperson*

**Note: ALL ENTRIES MUST BE TYPEWRITTEN / LEGIBLY WRITTEN.**

1. DELIVERY PERIOD **THIRTY (30) CALENDAR DAYS**
2. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR EXPENDABLE SUPPLIES, ONE (1) YEAR FOR NON-EXPENDABLE SUPPLIES, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS.
4. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION, IF AVAILABLE.
5. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.
6. **INDICATE BRAND NAME OF ITEMS BEING OFFERED.**
7. **DROP YOUR QUOTATION IN A SEALED ENVELOPE AND PROPERLY LABELED-**
8. **Bidders are requested to submit PHILGEPS REGISTRATION NUMBER/ PHILGEPS PLATINUM CERTIFICATE, OMNIBUS SWORN STATEMENT AND BUSINESS/MAYOR'S PERMIT**
9. **Downloaded Form must be duly signed by BAC Chairman prior to submission for the opening of bidding documents.**
10. **For Tires and Batteries, ONE (1) YEAR WARRANTY**
11. **Bidders are required to indicate unit price per item, type written or legibly hand-written.**

| ITEM NO. | ITEM & DESCRIPTION   | BRAND NAME | QTY | Unit | UNIT PRICE | TOTAL |
|----------|--|------------|-----|------|------------|-------|
| 1.       | <p><b>FOOD with free venue required</b><br/>(AM/PM Snacks and Meal)</p> <p><i>Note:</i><br/><i>Zamboanga City Gender and Development Summit</i></p> <p><b>MENU</b><br/><b>AM Snack</b><br/>Empanada, Fresh Lumpia<br/>Juice Powdered, Coke</p> <p><b>LUNCH:</b><br/>Viands: Beef Caldereta<br/>Crispy Chicken With Gravy<br/>Fish Fillet with Mayonnaise<br/>Sotanghon Guisado, Chopsuey-Porkless<br/>Dessert: Leche Flan, Broken Cathedral<br/>SoftDrinks: 1 Round</p> <p><b>PM snack</b><br/>Baked Macaroni, Cheeseburger<br/>Softdrinks: 1 Round<br/>(With flowing coffee throughout the training period)</p> <p><b>Hotel/Venue Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Fully Air-conditioned convention room</li> <li>2. Space w/ sitting arrangement w/ table enough for minimum of 160 persons and maximum of 170 persons</li> <li>3. Spacious area for group activities</li> <li>4. Stage w/ back drop for president table</li> <li>5. Overhead projector and LCD equipment for presentations</li> <li>6. Good Public Address System w/ CD Player</li> <li>7. White board w/ white board marker</li> <li>8. One (1) Flag Pole with Philippine Flag</li> <li>9. Venue accessible to participants and within city proper</li> </ol> |            | 160 | pax  |            |       |

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|  | 10. Installation of telephone connection at the training venue |  |  |  |  |  |
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**Purpose: For official use in the Office of the City Mayor-Gender and Development, this city**

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

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
*Printed Name / Signature*

\_\_\_\_\_  
*Tel. No. / Cellphone No.*  
*e-mail address*

\_\_\_\_\_  
*Date*