



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE VIII  
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

## REQUEST FOR QUOTATION (RFQ)

Lease of Venue and Catering Services for DBM ROVIII Gender and Development (GAD) Year-End Assessment cum PRAISE Awarding on December 16, 2024

November 27, 2024

The Manager

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Dear Sir/Madam:

Please quote your price for the item specified below, taking into consideration the following:

### PROCUREMENT TERMS & CONDITIONS


1. The Total Approved Budget for the Contract (ABC) is **Eighty-Four Thousand Two Hundred Forty Pesos Only (P84,240.00)**.
2. Price quotation should be inclusive of tax obligations.
3. **Evaluation of bids will be conducted on a "per lot" basis.**
4. Delivery period is indicated in the 2nd page of this RFQ.
5. If awarded the contract, processing and payment shall be made within **three (3) working days** upon receipt of Billing/Statement of Account.
6. Refusal to accept an award may be ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised IRR of RA 9184.
7. Failure of the supplier to deliver goods and render services under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to Sec. 3 Annex D of the 2016 Revised IRR of RA 9184.
8. The BAC upon consultation with the end-user unit, may cancel or terminate the conduct of procurement activities pursuant to Sec. 35.6 of the 2016 Revised IRR of RA 9184. Moreover, the Head of the Agency reserves the right to reject any and all bids, declare a failure of bidding or not award the contract per Sec. 41 of the same IRR.
9. **This RFQ must be duly filled out supported with the following documents, and the same must be sealed and submitted manually/on-site or through courier not later than December 4, 2024 @ 9:30 AM, DBM Bundy Clock Time:**
  - a. 2024 Mayor's/Business; However, if you have already submitted the said eligibility document from the previous procurement, you may no longer be required to submit the same; and
  - b. Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS):
    - 2024 Quarterly Income Tax Return (3<sup>rd</sup> Quarter of 2024)
    - 2024 Quarterly Value Added Tax Return (3<sup>rd</sup> Quarter of 2024)
10. The supplier's PhilGEPS Registration Number must likewise be indicated at the 3rd page of this RFQ.

**Address of bid submission:**

**FLORITA M. LACDO-O, BAC Chairperson**  
DBM-Regional Office No. VIII  
Villa Ruiz, Marasbaras, Tacloban City



  
**ENERIZA A. REALINO**  
Canvasser

  
**FLORITA M. LACDO-O**  
BAC Chairperson

I have read and understood the Procurement Terms & Conditions. By signing this quote, I hereby agree and bind myself to the Terms & Conditions indicated in this RFQ.

Lease of Venue and Catering Services for DBM ROVIII Gender and Development (GAD) Year-End Assessment cum PRAISE Awarding on December 16, 2024

Lot	Qty.	Unit	Particulars	ABC	BID PRICE	
					U/P	TOTAL AMOUNT
1			<b>LEASE OF VENUE AND CATERING SERVICES FOR DBM ROVIII Gender and Development (GAD) Year-End Assessment cum PRAISE Awarding on December 16, 2024</b>  REQUIREMENTS: 1. Use of one (1) air-conditioned function hall (8:00AM to 10:00PM) ** Can accommodate at least 40 pax ** With the following inclusions: a. Basic Podium Set-Up with microphone b. Standby Technician and assigned Event Staff during whole duration of the activity c. One LCD projector with at least 8x12 wide projector screen d. Fast and reliable WI-FI access for 45 participants e. Basic Audio equipment with at least two (2) units microphone  * Space requirement for the following a. Properly spaced seating b. Provision of area/space, tables, and chairs for registration and secretariat c. Can accommodate participants for socials  2. Delivery Period for Venue and Catering Services: December 16, 2024 - AM Snacks, Lunch, PM Snacks, Dinner (Meal requirement shall follow the Menu List of the winning supplier.)	84,240		
	39	Pax	DECEMBER 16, 2024 (MONDAY)  <b>AM SNACKS</b> Carbonara with French Garlic Toast Honey-Cucumber Juice  <b>LUNCH</b>  2 Main Dish (Beef, Chicken)  1 Soup, 1 Dessert 1 Vegetable, 1 Rice, 1 Round of Soda			

		<p><b>PM SNACKS</b> Cinnamon Rolls with Cream Cheese Frosting Buko Juice</p> <p><b>DINNER</b> 2 Main Dish (Pork, Fish) 1 Soup, 1 Fresh Fruits 1 Vegetables 1 Rice, 1 Round of Drinks (Soda)</p> <p>'Note: -Meal requirements for the main dish will follow the menu list of the winning suppliers;</p> <p>Other Requirements: 1. Free Flowing Coffee 2. Food shall be served at the Resource Speakers at the Presidential Table or Speaker's Table. 3. Left Over shall be allowed for take-out 4. Department of Tourism accredited with Safety Seal Certification 5. Disinfectants and alcohol should be provided at the venue 6. Maintenance of restrooms and venue shall be provided during whole duration of the activity</p> <p>Terms and Conditions: 1. Payment shall be made three (3) working days upon receipt of Billing/Statement of Account and submission of Tax Clearance issued by BIR. 2. Price shall be inclusive of 12% VAT.</p>		
		<b>TOTAL</b>	<b>84,240</b>	

Please fill-out this portion **LEGIBLY** and **COMPLETELY**:

Signature over Printed Name of  
Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Position in Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_