



REQUEST FOR QUOTATION/BID FORM

Date: 16-Jun-25  
PR No.: 2025-05-844  
Fund: 101  
End-User: Dr. Jose Z. Tria

Project Name: Provision of Venue and Snacks for the 2025 Multidisciplinary Research Conference and Annual In-house Review of Completed Researchers and Search for Usag  
Award  
ABC: Two Hundred Ten Thousand Pesos (210,000.00)  
Mode of Procurement: SMALL VALUE PROCUREMENT (Section 34 of the IRR of RA 12009)  
Mode of Evaluation: Lot Evaluation  
Delivery Period: August 20-22, 2025

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions and submit your quotation duly signed by your representative not later than **June 23, 2025** sealed in an envelope.

GEMMA G. ACEDO, Ph.D.  
BAC Chairperson

Note:

- Bidder shall provide correct and accurate information required in this form. All entries must be typewritten or legibly written.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- Price quotation/s to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- Bidder may submit, if available, original brochure showing certifications of the product being offered.
- Quotations through email is acceptable. Winning bidder shall submit original signed RFQ before issuance of Purchase Order.
- Documentary requirements shall be attached upon submission of the quotation:
  - Mayor's/Business Permit
  - PhilGEPS Registration Certificate
  - Income/Business Tax Returns (for ABC's above P500K)
  - Omnibus Sworn Statement (for ABC's above P50K) - for submission upon receipt of Notice of Award

Item No.	Description	QTY	UOM	BID OFFER		Offered Specs/ Brand/Model	Remarks
				Unit Price	Total Price		
1	VENUE 1. One (1) air-conditioned and well-lit conference/ function room 2. Inclusive of use of projector, provision of sound/audio system with at least two (2) microphones, microphones, provision of widescreen and LCD projector 3. Provision of unlimited high-speed Wi-fi/wired internet connection (at least 100mbps) 4. Use of function room electrical outlets and extension cords with no additional cost Snacks 1. Plated AM and PM Snacks 2. Buffet Lunch to include, at the minimum, 2 main dishes (fish, chicken, pork or beef), 1 vegetable dish, 1 appetizer/soup, 1 dessert, rice, drinks (ice tea/juice)	1	lot				



3. Free-flowing coffee, with provision for water station, throughout the conference (108 Presenters/ Researchers; 8 members of the Board of Evaluators; 11 selected student researchers; 7 External Stakeholders; 6 Technical Staff Total = 140) participants for 3 days (August 20-22, 2025)						
<b>TOTAL BID PRICE</b>						

After having carefully read and accepted your General Conditions, I/We submit our quotation/s for the item/s above.

\_\_\_\_\_  
*Signature over Printed Name*

\_\_\_\_\_  
*Position/Designation*

\_\_\_\_\_  
*Office Mobile No. / E-mail Address*

#### TERMS AND CONDITIONS

1. Quotations exceeding the Approved Budget for the Contract shall be rejected.
2. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
3. The item/s shall be delivered according to the accepted offer of the bidder.
4. Payment shall be processed after delivery and upon submission of the required supporting documents, in accordance with existing government accounting rules and regulations.
5. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CatSU may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
6. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.