



### REQUEST FOR QUOTATION/BID FORM

Date: May 6, 2025  
PR No.: 2025-04-779  
Fund: 164  
End-User: GRADUATE SCHOOL/Dr. Medie M. Lopez

Project Name:

ABC:

Mode of Procurement:

Mode of Evaluation:

Delivery Period:

**PROVISION OF MEALS, VENUE & ACCOMODATION FOR CD4OEL ECHO-TRAINING WORKSHOP OF GRADUATE SCHOOL**

**One Hundred Eighty Three Thousand Pesos (Php183,000.00)**

NP-Small Value Procurement (Section 53.9 of the 2016 RIRR of RA 9184)

Lot Evaluation

May 13-15, 2025

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions below and submit your quotation duly signed by your representative not later than **MAY 12, 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:

**a. Mayor's/Business Permit**

**b. PhilGEPS Registration Certificate**

**c. Income/Business Tax Returns (for ABC's above P500K)**

**d. 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	<b>Meals, Venue &amp; Accomodation (May 13-15, 2025)</b> <b>A. MEALS</b> 1. <b>Snacks (AM/PM)</b> for 36 pax 2. <b>Breakfast</b> for 20 pax for 2 days 3. <b>Lunch</b> for 36 pax 4. <b>Dinner</b> for 20 pax for 2 nights To include at a minimum of 2 dishes (fish, chicken, pork, or beef) * 1 vegetable, 1 appetizer/soup, 1 rice, dessert, drinks (iced tea/juice) *Free flowing coffee and tea with provision for water station <b>B. VENUE</b> 1. One (1) air-conditioned and well-lit function hall	1	lot				



Republic of the Philippines  
**CATANDUANES STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE**  
Virac, Catanduanes

2. With tables and chairs that can accommodate 36 participants						
3. Provision of multimedia and sound system with at least 2 microphones						
4. Provision of widescreen and LCD projector						
5. Provision of unlimited high-speed Wi-Fi internet connection						
<b>C. ACCOMODATION</b>						
1. Multiple rooms that can accommodate 20 pax who availed stay-in for 2 nights						
2. Free complimentary breakfast						
<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.