

**BASES CONVERSION AND DEVELOPMENT AUTHORITY**  
2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City  
Tel. No. 8575-1700 loc. 1782/1784  
Email: uatabion@bcda.gov.ph  
**REQUEST FOR QUOTATION**

Company Name: \_\_\_\_\_

Date : **18 October 2024**  
PR #: **PR0000917**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **23 October 2024**.
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or the immediate supervisor.

*BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the govt., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.*

  
**URSULA ARANDELA -TABION**  
Canvasser

  
**ALMIRA CLARIANES**  
Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT						
Per Request, Below is/are the price(s) of the article(s)/services(s) as indicated under Unit Price:						
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (AxD)
200	ITEM	CATERING SERVICES-APM PHILIPPINE AIR FORCE 65-HECTARE GROUNDBREAKING CEREMONY  NO OF PAX: 200 DATE: NOVEMBER 18, 2024 TIME: 8:00 AM TO 2:00 PM LOCATION: NEW CLARK CITY, BAMBAN TARLAC  INCLUSION: - MANAGED LUNCH BUFFET STYLE - ROUND TABLE AND CHAIR SET UP (8PAX PER TABLE) - FLOWING COFFEE AND WATER - REGISTRATION TABLE - 10 TIFFANY CHAIRS WITH FOAM - POSSIBLE PLATED TO SERVE VIP'S (2-3 TABLES)  ABC PER PAX: PhP700.00 TOTAL ABC: PhP140,000.00				
					<b>TOTAL AMOUNT</b>	<b>P</b>

UPON SENDING THE PRICE PROPOSAL KINDLY SEND ALSO SAMPLE PHOTOS OF THE BUFFET SET UP WITH CHAIRS AND TABLES LIST OF FOOD TO BE SERVED ON THE EVENT AS MENTIONED ABOVE.

Prospective Suppliers who will bid above the ABC will be DISQUALIFIED

Suppliers are required to submit the following Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
- 2) PhilGEPS Registration No.
- 3) Notarized Omnibus Sworn Statement and Proof of Authorization (e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)
- 4) Business/Income Tax Return (If the ABC is above 500k)
- 5) BIR Certificate of Registration (BIR Form 2303)

Note: A) Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning



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bidder/supplier must submit the duly notarized Omnibus Sworn Statement (OSS) and Proof of Authorization within 5 working days upon notification of the Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification.

B) Suppliers who have previously submitted the above documentary requirements may no longer require its re-submission except for the Omnibus Sworn Statement.

Delivery Address: New Clark City Bamban Tarlac

**Terms and conditions:**

- Price : **(Inclusive of all applicable taxes)**
- Payment : **30 DAYS**
- Delivery : **1 DAY (NOVEMBER 18, 2024)**
- Validity of price : **one month**
- Warranty : **N/A**

We hereby certify, that we have prepared, checked and reviewed this quotation. This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

\_\_\_\_\_  
Printed Name/Signature/Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Telephone / Fax Number