

**BIODIVERSITY MANAGEMENT BUREAU**

Quezon Avenue, Diliman, Quezon City

Telefax No. 924-6031 local 220

Date: **11-Mar-21**Quotation No: **0049-03-21****REQUEST FOR QUOTATION**

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

Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_.

*Rachel Jenine D. Abuel*  
**RACHELLE JENINE D. ABUEL**  
 Head, BAC Secretariat

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.  
 2. DELIVERY PERIOD IS WITHIN **15** CALENDAR DAYS.  
 3. WARRANTY SHALL BE FOR A PERIOD OF **SIX (6) MONTHS** FOR SUPPLIES & MATERIALS/**ONE (1) YEAR** FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.  
 4. PRICE VALIDITY SHALL BE VALID FOR A PERIOD OF **30** CALENDAR DAYS.  
 5. PHIL-GEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.  
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

**Title of Procurement:****MEALS ( CATERING SERVICE)****Purpose:**

To be served during the Conduct and Participation of Selected BMB Personnel to the Enhanced Document Action Tracking System Roll-Out on March 23-25, 2021

**Approved Budget for the Contract (ABC):****P 62,700.00**

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
	<b>MEALS (CATERING SERVICE) MARCH 23-25, 2021</b>			
	March 23 (AM Snacks, Lunch, PM Snacks)	50 pax	P _____	P _____
	March 24 (AM Snacks, Lunch, PM Snacks)	50 pax	P _____	P _____
	March 25 (AM Snacks, Lunch, PM Snacks)	50 pax	P _____	P _____
	<b>Additional Requests from Procuring Entity:</b>			
	[ ] Please provide sample upon request of end-user			
	[ ] Please see full specifications/attached sample design for reference.			
	[X] Other conditions to this request, please state:			
	- Please prepare a menu to choose from and corresponding quotation.			
	- The end-user will choose combination of snacks and meals.			
	<b>Bidders must submit the following requirements:*</b>			
	1. DTI/SEC Registration Certificate			
	2. Mayor's Permit			
	3. PHILGEPS Certificate of Registration			
	4. BIR Certificate of Registration			
	*Non-submission of these requirements shall be grounds for disqualification from the bidding process.			

Brand : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

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

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

Tel. No./Cellphone No. \_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_