

**REQUEST FOR PROPOSAL**

\_\_\_\_\_  
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 \_\_\_\_\_.

*ANSON M. TAYTAG*  
**ANSON M. TAYTAG**  
Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.  
2. DELIVERY PERIOD IS WITHIN 3 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. PHILGEPS 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:**  
Catering Services (Packed Meals)

**Purpose:**  
For the conduct of Training of Community Volunteers on Peatland Fire Prevention, Management and Control of ESBenePeat Project on July 4-6, 2023 at Divisoria Leyte

**Approved Budget for the Contract (ABC):**  
P68,250.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>For Catering Services (Packed Meals)</b> Venue: Divisoria, Leyte</p> <p><b>July 4, 2023 (Day 1)</b> <b>AM Snacks</b> - (Carbonara, Juice) <b>Lunch</b> - (Steamed Rice, Buttered Chicken, Bistek Pinoy, Mango Bango, Coke/Juice) <b>PM Snacks</b> - (Sotanghon Guisado, Juice)</p> <p><b>July 5, 2023 (Day 2)</b> <b>AM Snacks</b> - (Tuna Penne Pasta, Juice) <b>Lunch</b> - (Steamed Rice, Pork with Buttered Corn, Fish Fillet, Leche Plan, Coke/Juice) <b>PM Snacks</b> - (Garden Fettuccine, Juice)</p> <p><b>July 6, 2023 (Day 3)</b> <b>AM Snacks</b> - (Sotanghon Guisado, Juice) <b>Lunch</b> - (Steamed Rice, Roast Beef with Mashed Potato, Butter Shrimp, Mango Float, Coke/Juice) <b>PM Snacks</b> - (Lasagna, Juice)</p> <p>Additional Requests from Procuring Entity:  <input type="checkbox"/> Please provide sample upon request of end-user  <input type="checkbox"/> Please see full specifications/attached sample design for reference.  <input checked="" type="checkbox"/> Other conditions to this request, please state:  <u>For inquiries, pls contact the end-user at 8924-6031 loc. 213</u>  <u>Kindly address all proposals to the Chairperson, Bids and Awards Committee</u></p> <p>Bidders must submit the following requirements. Non-submission of these requirements may be grounds for disqualification from the bidding process.</p> <ol style="list-style-type: none"> <li>DTI/SEC Registration Certificate</li> <li>Mayor's Permit</li> <li>PHILGEPS Certificate of Registration</li> <li>Income/Business Tax Return</li> </ol>	35 pax	P _____	P _____
		35 pax	P _____	P _____
		35 pax	P _____	P _____

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