

**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: mrviernes@bcda.gov.ph

**REQUEST FOR QUOTATION**

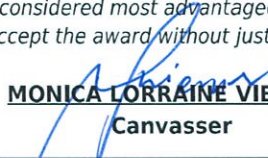
Company Name: \_\_\_\_\_

Date : **6 May 2025**PR #: **PR0001300**

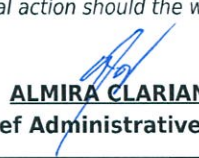
Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 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 **9 May 2025**.
- 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.

  
**MONICA LORRAINE VIERNES**

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) |
|---------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------|-----------------------------|--------------------|
| 1       | LOT  | CATERING SERVICES FOR THE 680TH REGULAR BCDA BOARD MEETING<br><br>WHEN: MAY 14, 2025<br>WHERE: BCDA BOARDROOM, 2ND FLR. BONIFACIO TECHNOLOGY CENTER, BGC, TAGUIG CITY<br>NO OF GUESTS: 40 PAX<br><br>INCLUSIONS:<br>COMPLETE BUFFET SETUP<br>AM SNACKS (PASTA OR SANDWICH: )<br>BUFFET LUNCH (APPETIZER, SOUP, SALAD, 3 MAINS, RICE, DESSERT, SODA)<br>PM SNACKS (PASTA OF SANDWICH)<br>OVERFLOWING COFFEE<br>FLAVORED BEVERAGES<br><br>APPROVED BUDGET FOR THE CONTRACT: PHP 70,000 |                        |                     |                             |                    |
|         |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                        | <b>TOTAL AMOUNT</b> |                             | <b>P</b>           |

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 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



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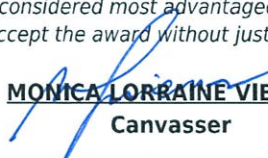
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**ALMIRA CLARIANES**

Chief Administrative Officer

the Omnibus Sworn Statement.

Delivery Address: 31st St. Cor. 2nd Avenue, 2/F Bonifacio Technology Center, Bonifacio Global City, Taguig.

**Terms and conditions:**

Price : **(Inclusive of all applicable taxes)**

Payment : **30 days**

Delivery : **1 DAY (MAY 14, 2025)**

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