

November 29, 2017

Sir/madam:

**Request for Quotations of Prices**

Please quote your lowest prices to the Government on the following items:

**One (1) lot      Catering for 460 pax in connection with the Christmas Party of ... P \_\_\_\_\_/lot**  
**Sandiganbayan on December 14, 2017 with the following specification:**

1. Catering for 460 pax at PhP 500.00 each for Lunch including full buffet set-up with tables and chairs, flatware and utensils with the following:  
    one viand each of Fish, Beef, Chicken, Vegetable and Pasta  
    Steamed Rice  
    one (1) dessert  
    Set-up for fruit and candy bar
2. Catered packed mirienda for 460 pax at PhP 150.00 per pax

**IMPORTANT CONDITIONS**

1. All quotations submitted to this Office are considered an offer of the items specified above at the prices quoted thereon and a guaranty of availability of the quoted items. In the event that the offer is accepted, a PURCHASE ORDER FOR items above-mentioned will be sent to the dealers concerned advising them such acceptance, the delivery of the said items and the availability of funds needed for this purpose.

2. Goods supplied are subject to inspection by the auditor or his duly authorized representative. Payment therefore will be effected after the said inspection and acceptance of the items supplied, subject to the usual audit requirements.

3. This Office hereby reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

4. That the dealer should specify below, the duration of the time they can hold the items available for this agency, and the penalty of failure to deliver within the period stipulated for reasons of non-availability of stock, contrary to the guaranty of its availability contained in the quotations submitted, will be the payment of the difference of the amount paid by this agency to the dealer quoting the next lower price, and that offered by the delinquent dealer.


5. That the Official Invoice/Official Receipt of dealer contains his/her firm's Tax Account No. and BIR Permit No. pursuant to P.D. 1255, as amended.

6. This Office shall require the submissions of the following documents from the dealer/offeror which submitted the *Lowest Calculated and Responsive Quotation* prior to payment, in accordance with Annex "H", Appendix A, Item No. II of the 2016 Revised Implementing Rules and Regulations of Republic of Republic Act No. 9184:

- a. latest Mayor's/Business Permit;
  - b. latest Certificate of PhilGEPS Registration; and
  - c. latest Income/Business tax returns
  - d. Omnibus Sworn Statement
7. The above-quoted prices are inclusive of all costs and applicable taxes.

CANVASS BY:

Very truly yours,

  
**PANCHITO C. ALAVAREN, JR.**  
Supply Officer III

We are pleased to quote our lowest prices of the items indicated above under the foregoing conditions set forth.