



Republic of the Philippines  
 Sandiganbayan  
 Quezon City  
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 Connie Haplasca/Jeany Pelayo*

**APPROVED FOR POSTING**

**MA. TERESA S. PABULAYAN**  
 Executive Clerk of Court IV

**RFQ No. 318-2023**  
**Date: November 6, 2023**

**REQUEST for QUOTATION**

The *Sandiganbayan*, through its Supply Section, Administrative Division, intends to undertake the following procurement project in accordance with Annex "H" of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (R.A.) No. 9184:

Item No.	Quantity	Description	Reference P.R. No.	Approved Budget for the Contract
	One (1) lot	<p><b>PACKED LUNCH AND BUFFET SET-UP FOR THE 2023 SANDIGANBAYAN CHRISTMAS PARTY ON DECEMBER 14, 2023</b></p> <p><b>PACKED LUNCH FOR 600 PAX CONSISTING OF:</b></p> <ul style="list-style-type: none"> <li>• Two (2) kinds of Viands (beef or pork AND chicken or seafood)</li> <li>• One (1) kind of Vegetable Dish</li> <li>• One (1) Pasta Dish</li> <li>• One (1) serving of rice</li> <li>• One (1) kind of Dessert</li> <li>• One (1) bottled / canned flavored drink</li> </ul> <p><i>Disposable Spoon and Fork with Tissue in separate container/pouch</i></p> <p><b>BUFFET SET-UP FOR 50 PAX CONSISTING OF:</b></p> <ul style="list-style-type: none"> <li>• Three (3) kinds of Viands (beef OR pork, chicken AND seafood)</li> <li>• One (1) kind of Vegetable dish</li> <li>• One (1) Pasta Dish</li> <li>• One (1) serving of rice</li> <li>• At least One (1) kind of Dessert</li> <li>• At least One (1) kind of Appetizer</li> <li>• One (1) round of flavored drink</li> <li>• Unlimited purified drinking water and brewed coffee served with creamer and sugar</li> <li>• Inclusive of: Plates and Cutlery</li> </ul> <p>With Five (5) Tables and Fifty (50) Chairs (or set-up of 5 tables and 10 chairs each table) with linen cover using Christmas color of Green and Red</p> <p><i>Note: Proposed Menu shall be evaluated by the Food Committee</i></p>	23-10-885	500,000.00
	One (1) lot	250 cans of assorted softdrinks and; 250 bottles of assorted iced tea (single serving)	23-10-885	20,000.00
		***nothing follows***	<b>Total:</b>	<b>₱ 520,000.00</b>

**INSTRUCTIONS**

**Note: Failure to follow these instructions will disqualify your entire quotation.**

1. Do not alter the contents of this form in any way.
2. If another form is used other than the attached quotation form (ANNEX A), please include the following in your quotation:

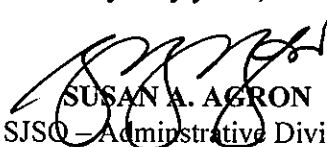
- a. Terms of Payment
  - b. Warranty; if any
  - c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
  - d. Delivery Period
  - e. Price Validity Period
  - f. Stock Availability
  - g. Certificate of Exclusive Distributorship; if any
  - h. Tax Identification Number (TIN)
  - i. Use company letterhead for your quotation and address to:  
*Atty. RITCHELLE M. DESINGAÑO-YRAÑELA*  
*Chief Judicial Staff Officer*  
*Administrative Division*
3. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
  4. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

### TERMS and CONDITIONS

1. All quotations are considered an offer of the items specified above at the prices quoted in the Price Quotation Form (“Annex A”) and a guaranty of availability of the quoted items. In the event that the offer is accepted, a Purchase Order (PO) for the above-mentioned items will be sent to the suppliers concerned advising them of such acceptance and such other terms of delivery, as applicable.
2. Delivery period shall be within fifteen (15) working days upon receipt of the PO.
3. Failure of the supplier to deliver within the period stipulated shall make the supplier liable for the payment of the difference of the amount paid by the *Sandiganbayan* to the supplier quoting the next lower price and that offered by the delinquent supplier.
4. Goods supplied are subject to inspection by the auditor or his duly authorized representative. Payment shall be made after said inspection and acceptance of items supplied, subject to the usual auditing rules and procedures, and further subject to Item No. 11 of this Terms and Conditions.
5. Price Quotation/s must be valid for a period of thirty days (30) calendar days from date of submission, except for quotations for drugs and/or medicines which must be valid for fifteen (15) calendar days from date of submission.
6. Altering and/or amending the Terms and Conditions may be considered non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.
7. In case of tie, the concerned parties will be informed and invited to a “drawing of lots” or any other similar method of chance, in accordance with GPPB Circular 06-2005 (“*Tie-Breaking Method*”).
8. The *Sandiganbayan* reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.
9. The supplier warrants that the Official Invoice/Official Receipt contains the Tax Account No. and BIR Permit No of his/her company, pursuant to P.D. No. 1255, as amended.
10. Prior to award or payment, and subject to Item III, Annex “H” of the 2016 RIRR of R.A. No. 9184<sup>1</sup>, the supplier who submitted the Lowest Calculated and Responsive Quotation shall be required to submit the following documentary requirements<sup>2</sup> :
  - a. Valid and current Mayor’s /Business Permit
  - b. PhilGEPS Registration Number
  - c. Income/Business Tax Return<sup>3</sup>
  - d. Omnibus Sworn Statement (OSS)<sup>4</sup>

11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The *Sandiganbayan* shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Very truly yours,

  
 SUSAN A. AGRON  
 SJSQ – Administrative Division  
 OIC – Property and Supply Section

<sup>1</sup> Procuring Entities already maintaining an updated file of any of the bidder’s above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer require its re-submission.

<sup>2</sup> Item II., Annex “H” of the 2016 RIRR of R.A. No. 9184.

<sup>3</sup> Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021

<sup>4</sup> Subject to the pertinent provision of GPPB Resolution No. 15-2021 dated 14 October 2021

**Price Quotation Form**

Administrative Division  
 Sandiganbayan  
 Sandiganbayan Centennial Building  
 Batasan Road, Quezon City

**Attn: Supply Section**

Sir:  
 After having carefully read and accepted the terms and conditions in the Request for Quotation, please find below our quotation for the item/s as follows:

Item No.	Quantity	Description	Supplier's Quotation
	One (1) lot	<p><b>PACKED LUNCH AND BUFFET SET-UP FOR THE 2023 SANDIGANBAYAN CHRISTMAS PARTY ON DECEMBER 14, 2023</b></p> <p><b>PACKED LUNCH FOR 600 PAX CONSISTING OF:</b></p> <ul style="list-style-type: none"> <li>• Two (2) kinds of Viands (beef or pork AND chicken or seafood)</li> <li>• One (1) kind of Vegetable Dish</li> <li>• One (1) Pasta Dish</li> <li>• One (1) serving of rice</li> <li>• One (1) kind of Dessert</li> <li>• One (1) bottled / canned flavored drink</li> </ul> <p><i>Disposable Spoon and Fork with Tissue in separate container/pouch</i></p> <p><b>BUFFET SET-UP FOR 50 PAX CONSISTING OF:</b></p> <ul style="list-style-type: none"> <li>• Three (3) kinds of Viands (beef OR pork, chicken AND seafood)</li> <li>• One (1) kind of Vegetable dish</li> <li>• One (1) Pasta Dish</li> <li>• One (1) serving of rice</li> <li>• At least One (1) kind of Dessert</li> <li>• At least One (1) kind of Appetizer</li> <li>• One (1) round of flavored drink</li> <li>• Unlimited purified drinking water and brewed coffee served with creamer and sugar</li> <li>• Inclusive of: Plates and Cutlery</li> </ul> <p>With Five (5) Tables and Fifty (50) Chairs (or set-up of 5 tables and 10 chairs each table) with linen cover using Christmas color of Green and Red</p> <p><i>Note: Proposed Menu shall be evaluated by the Food Committee</i></p>	
	One (1) lot	<p>250 cans of assorted softdrinks and;                  250 bottles of assorted iced tea (single serving)</p>	

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
 Name & Signature of Authorized Representative

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

\_\_\_\_\_  
 Company Address

\_\_\_\_\_  
 Tax Identification Number (TIN)

\_\_\_\_\_  
 PhilGEPS Registration Number (required prior to award):

\_\_\_\_\_  
 Contact Number/s

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