



**Republic of the Philippines**  
**Sandiganbayan**  
**Quezon City**

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**APPROVED FOR POSTING**

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

## 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	Approved Budget for the Contract
1	One (1) lot	<p align="center"><b>Food for 486 pax in connection with the Sandiganbayan Christmas Party on December 13, 2018</b></p> <p align="center"><i>Specifications are as follows:</i></p> <p>Name of Event : Christmas Party  Theme of Event : Masquerade  Date of Event : Thursday, December 13, 2018  Serving Time: Lunch Buffet - 10:00 AM &amp;  Cocktail Buffet - 2:00 PM  Venues: Sandiganbayan Multipurpose Hall,  Justices' Lounge at 6th Floor and  4th Floor Lobby, Commonwealth  Ave., cor. Batasan Rd., Q.C.</p> <ul style="list-style-type: none"> <li>● Lunch Buffet set-up at 4<sup>th</sup> Floor Lobby for 451 pax @ PhP 500.00 (net)/pax with elegant tables, chairs, floral centerpiece and skirting following red motif. Menu includes: Meat, Poultry, Seafood, Vegetable, Soup, Pasta, Steamed Rice, Desserts and Drinks.- (Inclusive of packed food for 18 SB Security personnel on-duty)</li> <li>● Lunch Buffet set-up at the Justices' Lounge, 6<sup>th</sup> Floor for 35 pax @ PhP 500.00 (net)/pax with elegant tables, chairs, floral centerpiece and skirting following red motif. Menu includes: Meat, Poultry, Seafood, Vegetable, Soup, Pasta, Steamed Rice, Desserts and Drinks.</li> <li>● Cocktail Buffet (Pass Around) at the Multipurpose Hall, 6<sup>th</sup> Floor for 486 pax @ PhP 250.00 (net)/pax with elegant cocktail tables with elegant centerpiece with fairy lights, and chairs following red motif. - (Inclusive of packed food for 41 SB Security personnel on-duty)</li> <li>● Red Carpet at the 6<sup>th</sup> floor (from the Justices' Elevator to the Multipurpose Hall at 6<sup>th</sup> Floor</li> <li>● Free Food Tasting for six (6) persons</li> </ul>	<b>PhP 364,500.00</b>

### 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 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
- d. Omnibus Sworn Statement (OSS)

Very truly yours,

  
PANCHITO C. ALAVAREN, JR.  
Supply Officer III

"ANNEX A"

**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
1			

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

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

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