

REQUEST FOR QUOTATION

RFQ No. 2025-017 **SMALL VALUE PROCUREMENT**
Date: **January 23, 2025**

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS Reg. No.: _____
Company TIN: _____

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Please submit together with your bid quotation, your valid 1. Mayor's/Business Permit (CTC), 2. PhilGEPS Registration Number (CTC). The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number, 3. Certified True Copy of Income/Business Tax Return (For SVP & Emergency Cases with ABC above P500K, 4. Original and Notarized Omnibus Sworn Statement (For SVP with ABCs above P50K & For All Emergency Cases) 5. Certified True Copy of BIR Certificate of Registration 2303


Please accomplish and submit this form together with Annex A and all the required documents to NACC-BAC Secretariat at 5th Floor #2 Chicago cor. Ermin Garcia Street, Barangay Pinagkaisahan, Cubao, Quezon City, 1111 or email to procurement@nacc.gov.ph not later than **28 of January 2025; 9:00AM**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Very truly yours,


FERDINAND R. MARCELO
Head, Procurement Unit

Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
- Quotation validity shall be Sixty (60) calendar days from the deadline of submission of quotations.
- Good/s shall be delivered within 15-30 c.d upon receipt of Notice to Proceed / Purchase Order
- Place of Delivery: RACCO IV-B (SAN JUAN)
- Terms of Payment: within 30-45 days upon completion of supporting documents.
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).
Account Name : _____ Account Number : _____
Bank Name : _____ Branch : _____
***Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: _____
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."**


EMIL A. BALACANAO
BAC Secretariat

Tel. Nos. Trunkline: (02) 8726-4551; 8721-9711; 8726-4568;
(02) 8721-9782

(Signature over Printed Name)
Supplier

NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHIGEPS). You may visit the PHIGEPS website at www.phigeps.gov.ph to register."

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Item No.	Qty.	Unit	Purchaser's Specifications	Approved Budget for the Contract	Bidder's Specifications <small>(Please fill out the detailed specifications in the space provided)</small>	Unit Cost	Total Cost
			MEALS FOR THE CONDUCT OF MATCHING CONFERENCE AND MANDATORY APPEARANCE TO RCPC FOR RACCO IV-B MEETING				
	1	lot	Date/s of Delivery: To be announce Location: To be announce Number of Pax: 10 pax Number of days: Twelve (12) meetings (January to March 2025) Delivery Address: 4th floor Textron Building, 168 Luna Mencias Street, Addition Hills, San Juan, Metro Manila (April to December 2025) *Near NAIA Airport and/or LRT Stations, exact address to be advised *packed Full meal: Php500.00 *Schedule of Serving: packed full meal (9:00am) - Minimum of at least three (3) viands; 2 main course, 1 vegetable, soup, fresh fruit and juice with AM and PM Snacks with drinks Menu Selection: caterer to submit menu no repeating of meals OTHER REQUIREMENTS: *Free delivery of packed meals *Packed meals shall consist of neat and clean packaging with cutleries *Please make sure that the food being prepared will not spoil easily ***** NOTHING FOLLOWS *****	P 60,000.00			
				P 60,000.00			GRAND TOTAL

PURPOSE : **MEALS FOR THE CONDUCT OF MATCHING CONFERENCE AND MANDATORY APPEARANCE TO RCPC FOR RACCO IV-B MEETING**

PR No. **2025-01-19**

IMPORTANT : The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at NACC-Central Office, Procurement Management Unit. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in NACC's future biddings.

FERDINAND P. MARCELO

Procurement Officer

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(02) 8721-9782

(Signature over Printed Name)

Supplier