

ZAMBOANGA CITY WATER DISTRICT

Zamboanga City
Tel. No. (062) 991-1556-57

SUPPLIER: _____
ADDRESS: _____
CONTACT PERSON: _____
CONTACT NUMBER: _____

**REQUEST QUOTATION FORM
NEGOTIATED PROCUREMENT (SMALL VALUE)**

Date prepared : 09/05/2019
PR No.: 19-0264 Dated: 08/27/2019

Please submit your quotation to the
Zamboanga City Water District on or
before **2:00 P.M. September 12, 2019**

Upon receipt of the Purchase Order, you are requested to deliver the item(s) quoted to the ZCWD Property Section at Pasonanca or to the delivery point specified in the Purchase Order. Penalties may be imposed for delays in the delivery beyond the delivery period and your company may be excluded from participating in future biddings. **Pls. REFER TO THE ATTACHED "INSTRUCTION TO BIDDERS" for your guidance.**

| ITEM NO. | DESCRIPTION/SPECIFICATION | QTY | UNIT | UNIT PRICE | BRAND & MODEL OFFERED |
|--|---|-----|------|------------|-----------------------|
| 1 | MEALS (1-dinner) | 300 | pax | | |
| 2 | LECHON Catering Services: * Buffet (diner) a. Main Course - One (1) appetizer - One (1) variant chicken - One (1) variant beef - One (1) variant noodles or vegetables - One (1) variant seafood - Steamed Plain Rice b. Dessert c. Drinks – one (1) round softdrinks Serving Time: 6:00PM For the Venue, it must include: * Basic Sound System * Basic Lights * Drop Cloth * Tables with table clothes * Cloth-covered Chairs * With free parking space within the venue * Adequate security service * Provide free services on the following: a. Two (2) Lechon Choppers b. Waiters for the scooping of food during dinner c. Waiters exclusively for the VIP | 5 | pcs | | |
| TOTAL CONTRACT PRICE = | | | | | |
| I have the honor to submit our quotation for the above-specified item of which we have on stock except as specified. | | | | | |

SUPPLIER/REPRESENTATIVE
(Printed Name & Signature)

DATED


NOTE:

1. Register your bids to the BAC Secretariat before dropping the bid in the bidding box.
2. Delivery Period: October 23, 2019 (Wednesday) at 6:00PM
3. Warranty Period: 3 Months for Expendable supplies after acceptance by the procuring entity.
4. Price Validity: 120 C.D.
5. If applicable, the BAC may require the bidder to submit un-amended sales literature, brochure, shop drawing or samples. Non-submission of which may be a ground for disqualification. In case the bidder failed to submit the aforementioned requirements, then the product being offered by the winning bidder shall be subjected to inspection pursuant to RA 9184 and its IRR and Government Procurement Manual (GPM Vol. 2) and pertinent COA regulations on technical inspection and acceptance procedures by the procuring entity's authorized inspectors.
6. Payment Terms: NO COD

7. All erasure must be initialed to avoid disqualification.
8. Delivery Point:
9. Approved Budget Cost (ABC): P 136,500.00
10. The bidder is required to submit within 3 calendar days from the date of the bid opening the following requirements: Mayor's/Business Permit, Philgeps Registration and Omnibus Sworn Statement. Failure to submit the required documents within the time frame may be a ground for disqualification. The bidder may also submit these documents together with its Request for Quotation (RFQ).
11. In case where an occurrence of a tie among bidders, BAC shall conduct drawing of lots in accordance with GPPB Circular 06-2005 dated August 05, 2005 and Appendix 11 of the 2016 RIRR of R.A. 9184.
12. All items must be quoted otherwise the bid shall be incomplete and non-complying.
13. For Bidding Results, please call BAC Secretariat at this number 991-1556 local 8127 and look for Ms. Roxanne Pabugais a day after the scheduled Bid Opening. You may also send us an e-mail at this address: bac@zcwd.gov.ph. Failure on your part to communicate with us will be taken as a waiver to be informed of the result.
14. Open quotations may be submitted, manually or through facsimile or email at the following: Fax nos. (062) 9550754/9927831 or Email Address: bac@zcwd.gov.ph
15. For NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT requiring Omnibus Sworn Statement, please submit original copy.

REMARKS/ ADDITIONAL INFORMATION _____

Prepared by:



MICHAEL ANGELO M. CARBON
CHAIRPERSON
BIDS AND AWARDS COMMITTEE

Distributed by: _____