



August 20, 2019

P-RFQ No. 2019-060

REQUEST FOR QUOTATION

SUPPLY OF CATERING SERVICES, VENUE, FOOD CARTS, PHOTOBOOTH AND SOUND SYSTEM FOR SMWD 33rd ANNIVERSARY

The Santa Maria Water District (SMWD) hereinafter referred to as "the Purchaser", through its Bids and Awards Committee (BAC), invite interested parties to submit price quotation for the project, **"SUPPLY OF CATERING SERVICES, VENUE, FOOD CARTS, PHOTOBOOTH AND SOUND SYSTEM FOR SMWD 33rd ANNIVERSARY"** through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of One Hundred Thirty Eight Thousand Seven Hundred Pesos Only **(P 138,700.00)**

	Description	Qty	Unit	Unit Cost	Total Amount
	VENUE RESERVATION 5 hours use of A/C CATERING SERVICE 162 Pax Reservation 4 Courses, 1 Desert, 1 Drink Uniformed Waiters Food Carts PM (162 pax) Dirty Ice Cream Pop Corn Cotton Candy Food Carts AM (300 pax) Dirty Ice Cream Pop Corn Cotton Candy SOUNDS & LIGHTS 4 Surround Speaker 2 cordless Microphones LED Par Lights PHOTOBOOTH 2 hours, unlimited	1	Lot		
	NOTE: Inclusions: With buffet set-up, round tables and chairs with cover, waiters and buffet attendants, catering utensils Date: September 20 or 23, 2019 (date may change) Time: 4pm set-up Location: Vicinity of Santa Maria Bulacan (to be announced)				
	nothing follows				



All items listed under the purchaser's specifications must be complied on a pass-fail basis.

Failure to meet any one of the requirements will result to rejection. Likewise, it is understood that Purchaser's specifications are minimum requirements. The Bidder/Supplier may offer higher specifications or additional items, if any.

Procurement procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act).

It is the intent of the Purchaser to evaluate the quotation for the item and award will be made to the quotation resulting in the overall lowest cost. Contract Award will be made to the lowest evaluated quotation meeting purchaser's technical specifications.

Likewise, in accordance with Section 54.6 and Appendix A of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA No. 9184, the supplier shall provide the following documentary requirements as a **condition for award** of the contract:

1. PhilGEPS Registration Number; and
2. Mayor's/Business Permit.
3. Certificate of Registration.
4. Duly Notarized Omnibus Sworn Statement.

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked **"SUPPLY OF CATERING SERVICES, VENUE, FOOD CARTS, PHOTOBOOTH AND SOUND SYSTEM FOR SMWD 33rd ANNIVERSARY"** (RFQ No. 2019-060) and must be delivered on or before **August 26, 2019, 11:59AM** at the SMWD main office. It may also be sent thru email on our official email address at procurement@smwdbulacan.gov.ph on the specified time stated above and address to the BAC Secretariat, Charito S. Fernando and /or Procurement Assistant, Randy S. Sazon (0917-1189347).

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same.

The supplier should inform the purchaser at least two (2) days before the date of delivery. The Purchaser shall have the right to reject or to return the items/fitings that will be declared defective. The delivery will be made only during working days from 8:00 AM to 5:00 PM.

The Santa Maria Water District reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected supplier or suppliers.

Prepared by:

Noted by:

Randy S. Sazon
Procurement Assistant

Engr. Emmanuel Enrico A. De Vera
BAC Chairperson