

November 30, 2023

P-RFQ No. 2023-090

REQUEST FOR QUOTATION

CATERING SERVICES FOR YEAR-END PARTY 2023 OF SANTA MARIA WATER DISTRICT

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, "**CATERING SERVICES FOR YEAR-END PARTY 2023 OF SANTA MARIA WATER DISTRICT**" through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of One Hundred Ten Thousand Pesos Only (**₱110,000.00**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	Catering Services - Dinner with 5 main courses, steamed rice, dessert and drinks - Buffet set-up, table and chairs with cover, utensils - Waiters and Buffet Attendants - Venue Style - and other requirements may be needed	186	PAX		
	Lights and Sound Systems	1	LOT		
	*** nothing follows ***				

The Terms of Reference (TOR) has been attached hereto and shall form part of the Contract Agreement. The project coverage, scope of work, payment terms and schedule, duration of the project and general conditions are stated therein. Any stipulations in the general condition shall be complied with.

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 Procuring Entity to evaluate the quotation/proposal for the project and award will be made to the proposal/quotation resulting in the overall lowest cost.

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. The documents shall be attached together with the quotations.

1. PhilGEPS Registration Number
2. Mayor's/Business Permit



3. Photo Copy of Sample Official Receipt (OR)
4. Certificate of Registration (BIR FORM 2303); and
5. 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 charges for the implementation of the contract if awarded.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked "**CATERING SERVICES FOR YEAR-END PARTY 2023 OF SANTA MARIA WATER DISTRICT**" (RFQ No. 2023-090) and must be submitted on or before **December 4, 2023, 11:00AM** at the SMWD main office. It may also be sent thru email on our official email address at smwdbulacan@yahoo.com on the specified time stated above and address to the General Manager, Engr. Carlos N. Santos Jr.

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

Venue: Marian Grand Pavilion, 177 R. Mercado St., Poblacion, Santa Maria, Bulacan

Duration: December 15, 2023 (Friday)

The prospective supplier shall submit the duly accomplished Quotation/Proposal Form and Other Documents that will be required by the Procuring Entity.

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. SMWD also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.

Prepared by:

Sgd.

Romel P. Lazaga
Procurement Assistant

Noted by:

Sgd.

Maria Leonora S. Romarate
BAC Chairperson