Project: CATERING SERVICES
PR No.: 2018-11-1306
Approved Budget: NINE HUNDRED FIFTY THOUSAND PESOS (Php 950, 000.00)

Date: 24 November 2018
Quotation No.: 2018-11-017
Procurement: Small Value
Method: Procurement

Please quote your lowest price on the item/s listed below and submit filled out quotation duly signed by your representative not later than 28 November at 1:00 A.M. at New Executive Bldg., JP Laurel St., San Miguel Manila, psu.pcoo@gmail.com

General Conditions:
1. Delivery period within 3 calendar days from receipt of the Purchase Order form.
2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by PCOO.
3. Price validity shall be for a period of sixty (60) calendar days.
4. Price quotations shall be **INCLUSIVE OF ALL COSTS AND APPLICABLE TAXES.**
5. The supplier awarded with the contract shall submit the following updated documents prior to payment:

   - Mayor’s / Business Permit
   - PhilGEPS Registration Number
   - Income/Tax Return
   - Omnibus Sworn Statement
   - Professional License/Curriculum Vitae (Consulting Services)
   - PCAB License (Infra.)
   - NFCC (Infra.)

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<tr>
<th>Company Name</th>
<th>Address</th>
<th>Email</th>
<th>TIN No</th>
<th>Representative</th>
<th>Contact No</th>
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<th>Item No.</th>
<th>Item Description</th>
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<th>Unit Price</th>
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<td>1</td>
<td>Catering Services for the Official Regional Launch of the two Philippine Development Forum (PDF) events, namely: the Pledging Session for the Reconstruction and Rehabilitation of Marawi City, back-to-back with Solong Pilipinas 2018: “Hakbang Tungo sa Kaunlaran”, both scheduled for the <strong>28th of November 2018</strong></td>
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<td>&gt; VIP Lunch Family Style/russian serving/Plated for three (3) ten (10) seater round table at the SMX Function Room 1 for thirty (30) pax</td>
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<td>&gt; Seven (7) ten (10) seater round tables with buffet set-up in the venue for Seventy (70) pax at the SMX Function Room 1</td>
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<td>&gt; Fifty-two (52) ten (10) seater round tables with four (4) buffet stations in the venue for five hundred twenty (550) pax at the SMX Function Room 2</td>
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<td>&gt; three (3) six (6) seater rectangular tables with a buffet set-up in the venue for thirty (30) pax at the SMX Meeting Rooms 2 &amp; 3</td>
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<td>&gt; Other requirements:</td>
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- Must be an accredited caterer of SMX Convention Center, SM Lanang
- Must have experience in providing high-level diplomatic and international event with government protocols
- Experience in multi-sectoral and mix-religious dietary restriction and protocol
- More than ten years experience in catering services
- Inclusive of floral center pieces

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- Should have a wide selection of themed table cloth and runners

> Total meals to be provided:
- VIP Lunch is max at 100 with 30 pax served while the rest seventy (70 pax) will be buffet
- Dishes should include the following:
  (Menu to include the following: Tiger Prawn, Beef, desserts, soup, salad, drinks not limited to ice tea only, and a Davao Dish)
- Lunch for function room 2 and meeting rooms 2 & 3, will be buffet as mentioned above max for five hundred fifty (550) pax, also inclusive of AM/PM Snacks at 550 pax max
  (Menu to include the following: Prawn, Beef, desserts, soup, salad, drinks not limited to ice tea only, and a Davao Dish)
- Suggested menu should be included in the submission of the bid/quotations

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

______________________________
Printed Name / Signature

______________________________
Date