



**REQUEST FOR QUOTATION**

Date: September 11, 2023  
 RFQ.: BSVP 2023-035

Name of Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business Permit No.: \_\_\_\_\_  
 TIN No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

**PROCUREMENT: Food Provision in Relation to the Conduct of Full Scale Emergency Exercise at Iloilo International Airport**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided on this request for quotation.  
 Submit your quotation duly signed by you or your duly representative and must send copies of eligibility requirements (**Business Permit, PhilGEPS Certificate of Registration and Special Power of Attorney for Sole Proprietorship/ Secretary Certificate for Corporation and Cooperative, if applicable**) **not later than September 15, 2023 at 10:00 AM.**

Interested bidder must submit this RFQ and Price Quotation in the Bidder's/Supplier's Letterhead sealed in an envelope addressed to the BAC Chairman. Kindly review Terms and Conditions attached herewith.

**(SGD.) ROBERTO B. MONTELIJAO JR.**  
 Procurement Officer

**TERMS AND CONDITIONS:**

- Bidders must provide **correct and accurate** information required in this form.
- Only **authorized representative** shall be allowed to sign the Request For Quotation in behalf of the owner/ corporation.
- Bidders must quote for all the items.
- Price quotation/s must be valid for a period of **Thirty (30) calendar days** from the date of submission.
- Price quotation/s, to be denominated in **Philippine peso** shall include all taxes, duties and/or levies payable.
- Quotations exceeding the **Approved Budget for the Contract** shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative's
- The item/s shall be delivered within **Thirty (30) calendar days** for the supply and deliveries upon the receipt of Purchase Order (PO).
- The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget of the Contract	OFFER						REMARKS
			PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		
			QTY	Unit Price	Total Price		Yes	No	
<b>PHP 249,840.00</b>									
1 Cross Training Day 1 AM Snacks (packed)	70 pax								
2 Cross Training Day 1 PM Snacks (packed)	70 pax								
3 Cross Training Day 1 Lunch (packed)	70 pax								
4 Cross Training Day 2 AM Snacks (packed)	70 pax								
5 Cross Training Day 2 PM Snacks (packed)	70 pax								
6 Cross Training Day 2 Lunch (packed)	70 pax								
7 Coordination Meeting Day 1 AM Snacks (packed)	20 pax								
8 Coordination Meeting Day 2 AM Snacks (packed)	20 pax								
9 Coordination Meeting Day 3 AM Snacks (packed)	20 pax								
10 Coordination Meeting with Mutual Aid Day 4 AM Snacks (packed)	60 pax								
11 Communication Network Planning and Comex Day 5 AM Snacks (packed)	60 pax								
12 Tabletop Exercise Day 6 PM Snacks (packed)	60 pax								
13 Tabletop and Comex Day 7 PM Snacks (packed)	60 pax								
14 Practice Drill (Calibrated Response) Day 8 AM Snacks (packed)	120 pax								
15 D-Day Day 9 Breakfast (packed)	124 pax								

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget of the Contract	OFFER						REMARKS
			PRICE			BRAND indicate brand or generic (mandatory)	Compliance with Technical Specifications (Please Check)		
			QTY	Unit Price	Total Price		Yes	No	
16 D-Day Day 9 Lunch (packed)	500 pax								
<b>TOTAL</b>									

**TERMS OF REFERENCE**

**I. Schedule of Requirements**

ITEMS	DESCRIPTION	DELIVERABLES	DELIVERY SCHEDULED
1	Cross Training Day 1	* AM & PM Snacks for 70 pax (packed) * Lunch for 70 pax	October 19, 2023 (8:00 AM - 5:00 PM)
2	Cross Training Day 2	* AM & PM Snacks for 70 pax (packed) * Lunch for 70 pax	October 20, 2023 (8:00 AM - 5:00 PM)
3	Coordination Meeting Day 1	AM Snacks for 20 pax (packed)	October 26, 2023 (9:00 AM - 11:00 AM)
4	Coordination Meeting Day 2	AM Snacks for 20 pax (packed)	October 27, 2023 (9:00 AM - 11:00 AM)
5	Coordination Meeting Day 3	AM Snacks for 20 pax (packed)	October 30, 2023 (9:00 AM - 11:00 AM)
6	Coordination Meeting with Mutual Aid Day 4	AM Snacks for 60 pax (packed)	October 31, 2023 (9:00 AM - 11:00 AM)
7	Communication Network Planning and Comex Day 5	AM Snacks for 60 pax (packed)	November 6, 2023 (9:00 AM - 11:00 AM)
8	Tabletop Exercise Day 6	PM Snacks for 60 pax (packed)	November 7, 2023 (2:00 PM - 5:00 PM)
9	Tabletop and Comex Day 7	PM Snacks for 60 pax (packed)	November 8, 2023 (2:00 PM - 5:00 PM)
10	Practice Drill (Calibrated Response) Day 8	AM Snacks for 120 pax (packed)	November 9, 2023 (9:00 AM - 11:00 AM)
11	D-Day Day 9	* Breakfast for 124 pax * Lunch for 500 pax	November 10, 2023 (8:00 AM - 5:00 PM)

**II. Delivery**

Deliverables shall be delivered on the following schedule:

Breakfast	7:30 AM
AM Snacks	9:00 AM
Lunch	11:30 AM
PM Snacks	2:00 PM

*Delivery schedule is subject to change. New delivery date shall be coordinated 3 days prior to delivery.*

**Note: Bidders must attach the menu proposal.**

**III. Terms of Payment**

The service provider must issue a billing statement and proof of deliverables/ means of verification before the processing of any payment.