REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. IV-B
Commonwealth Avenue, Quezon City, Philippines

Bids and Awards Committee (BAC)

REQUEST FOR QUOTATION (RFQ) No. 2022-45
Date: October 19, 2022

The Commission on Audit (COA) Regional Office No. IV-B, Commonwealth Avenue, Quezon City, through its Bids and Awards Committee, shall undertake a Small Value Procurement in accordance with Section 53.9 of the 2016 Implementing Rules and Regulations of Republic Act No. 9184 for the **Meals and snacks for the Seminar in Puerto Princesa City, Palawan** with the following item/description:

Unit	Item/Description	Qty	Unit Price	Total Price
Set menu	Catering Services with set-up	52 pax		
	Date: **November 7-8, 2022 (2 days)**			
	- Morning Snack			
	- Lunch			
	- Afternoon Snack			
	Venue: Puerto Princesa City, Palawan			

The Approved Budget for the Contract (ABC) is **₱ 52,000.00**

Terms and Conditions:

1. All entries must be legibly written.
2. Prices offers exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
3. Total price quotation shall be inclusive of taxes.
4. The price offered shall not be subject to any increase for whatever reason including in cases of devaluation/inflation during the entire duration of the contract.

The contractor/supplier with the lowest calculated price quotation shall submit the following documents before issuance of Notice of Award:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Income/Business Tax Return
4. Omnibus Sworn Statement

Submission of price quotation is not later than three (3) calendar days from publication to COA IV-B website (region4b.coa.gov.ph), PhilGEPS and in a conspicuous place at the COA Regional Office No. IV-B premises of this Request for Quotation, from 8:00 A.M. to 5:00 P.M. at the Administration, Training and Finance Services, Commission on Audit, Regional Office No. IV-B, Commonwealth Avenue, Quezon City

For further inquiries, please contact:

Ms. Leodivina A. De Leon
Head, BAC Secretariat
COA Regional Office No. IV-B, Quezon City
Telefax Nos. 8951-3815
Email address: leodivina.deleon@gmail.com
cc: tinmark_98@yahoo.com

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BAC Chairperson

LUCILA A. MAGPANTAY
BAC Vice Chairperson

JOSEFINA R. PONCIANO
BAC Member

ZITA R. DE GUIA
BAC Member

BONAFLOR IRENE S. FLORECE
BAC Member

PRICE QUOTATION

TO : **Ms. LEODIVINA A. DE LEON**
Service Chief
Administrative, Training and Finance Services
COA Regional Office No. IV-B
Commonwealth Avenue, Quezon City

Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation for the **Meals and snacks for the Seminar in Puerto Princesa City, Palawan** (Small Value Procurement), hereunder is our quotation for the item/s:

Unit	Item/Description	Qty	Unit Price	Total Price
Set menu	**Catering Services with set-up**	52 pax		
	Date: **November 7-8, 2022 (2 days)**			
	- Morning Snack			
	- Lunch			
	- Afternoon Snack			
	Venue: Puerto Princesa City, Palawan			
GRAND TOTAL				

(Amount in Words: _____)

The price quotation is inclusive of taxes. The price offered is not subject to any increase for whatever reason including in cases of devaluation/inflation during the entire duration of the contract.

_____
Company Name

_____
Complete Address

Quoted by:

_____
Printed Name and Signature

_____
Tel. No./Cellphone No./E-mail address

_____
Date