



Poropoint Management Corporation

A member of the BCDA Group
Gov. Joaquin L. Ortega Avenue, Poropoint City of San Fernando, La Union
Tel No. 242 0684 Email address: ppmcbacksecretariat@gmail.com



REQUEST FOR QUOTATION

Date: October 4, 2024

Business Name	
Business Address	
PhilGEPS Reg. No.	
TIN	
Tel No.	
E-mail address	

Please quote your lowest price for **LEASE OF VENUE WITH MEALS AND HOTEL ACCOMMODATION** using this form or your letterhead following the format below. Please take note of the following details.

- The Approved Budget for the Contract (ABC) is **One Hundred Eight Thousand and 00/100 Pesos Only.** (Php108,000.00).
- Any quotation in excess of the ABC will be automatically rejected. Poropoint Management Corporation is VAT Registered.
- Quotation must be submitted on or before **October 8, 2024 at 3:00pm**
Quotation must be submitted in sealed envelope for manual submission at PPMC Administration Building, Governor Joaquin L. Ortega Avenue, Poropoint Freeport Zone, Poropoint, City of San Fernando, La Union on or before **October 8, 2024 at 3:00pm**
Quotation submitted by email should be sent to the following email address: ppmcbacksecretariat@gmail.com
- Mode of Procurement: NP 53.9 – Small Value Procurement
- Send the said quotation together with the following documents:
 - Mayor's/Business Permit
 - PhilGEPS Registration Number
 - BIR Registration
 - DTI or SEC Registration
 - Omnibus Sworn Statement

N.B. Procuring Entities already maintaining an updated file of any of the bidder's abovementioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer require its re-submission.
PPMC reserves the right to accept or reject any or all of the quotations or formally waive any defect or minor deviations therein, or to accept quotation/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning supplier refuse to accept the award without justifiable reason/s.

MR. DINO PAOLO D. GARCIA
Procurement Assistant

MR. CARLOS S. ESCALONA
Procurement Officer

MS. CHARLOTTE C. BANDOLIN
Administrative Officer

Per request, below is/ are the price(s) of the article(s)/ service(s) as indicated in the Unit Price:

Quantity	Unit	Specifications	Approve Budget for the Contract Php108,000.00	Unit Cost (VAT – Inclusive)	Total Cost (VAT – Inclusive)
1	Lot	<u>Lease of Venue with Meals and hotel accommodation within BGC, Taguig City, for October 10-12, 2024</u> A. FUNCTION REQUIREMENTS (October 11, 2024; tentatively 9:00 AM to 2:00PM) -Function room for 20 pax (board room type arrangement for 10 pax plus secretariat table and chairs for 8 persons) inclusive of sound system, microphones and equipment for hybrid meeting -25 pax buffet lunch (at least 3 main course) -25 pax snacks (AM or PM, tentative)			

		B. ROOM REQUIREMENTS <i>-4 units standard rooms for 2 persons inclusive of free breakfast -check-in: October 10, 2024 -check-out: October 12, 2024</i>			
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TERMS AND CONDITIONS:

Payment Term

30 DAYS or COD

Delivery

October 10 – 12, 2024

Price Validity

30 Calendar Days

We hereby certify that we have prepared, checked and reviewed tis quotation. This quotation is valid unless revoked in writing which should be made prior to our receipt of your Purchase Order.

Name of Authorized Representative

Signature

Position Title/ Designation
