

## REQUEST FOR QUOTATION

REFERENCE NO.: MR24-12-162

We are inviting all interested suppliers to submit their best quotation for the **PROCUREMENT OF A SERVICE PROVIDER FOR PARTY PACKAGE IN CONSONANCE WITH 2024 NDC CHRISTMAS PARTY:**

### I. REQUIREMENTS

The caterer shall provide the following:

#### A. BUFFET SET-UP

Lunch : Soup, pasta, 4-main course, steamed rice, dessert, and drinks  
No. of Persons : 120  
Budget : ₱ 800.00/pax  
Inclusions : Buffet table with skirting  
Tables and chairs with cover  
Full silverware and glassware  
Uniformed waiters

#### B. PACKED LUNCH (BENTO BOX)

Lunch : 2-main course, 1-side veggies, steamed rice  
No. of Persons : 19  
Budget : ₱ 350.00/pax

### II. SERVICE PROVIDER/CATERER

The provider/caterer must provide a Certificate of Satisfactory Completion for a party package or similar activity or similar activity from a government entity/office.

**Approved Budget** : ₱ 102,650.00 (VAT Inclusive)

**Submission of Quotation and Eligibility Requirements** : December 9, 2024

**Mode of Procurement** : Small Value Procurement

**Eligibility Requirements** :

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. Omnibus Sworn Statement (Notarized and accordance with GPPB Circular 04-2020 dated September 16, 2020)

**Note:** In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

**BIDS AND AWARDS COMMITTEE**  
National Development Company  
7/F NDC Building, 116 Tordesillas St.  
Salcedo Village, Makati City  
Fax: 8840-4862  
Attention: BAC Secretariat

Reference Number: **MR24-12-162**

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – Government Terms
2. Delivery Period – December 19, 2024 at 11:00 AM at the Penthouse, NDC Building

**(SIGNED)**

**AGM ALEWIJN AIDAN K. ONG**

Chairperson, Bids and Awards Committee