

**Trade and Investment Development Corporation of the Philippines  
(Philippine Export-Import Credit Agency)**  
17/F Citibank Tower, Citibank Plaza, Valero Street, Makati City, 1226  
Tel. No 885-4700/Fax #.893-4852

**REQUEST FOR QUOTATION**

QUOTATION NO: 1220000590

DATE: 12-DEC-2018

GENTLEMEN:

We are in the market for the following items. If you are interested and in a position to furnish the same, we shall be glad to have your best prices, terms and condition of delivery submitted not later than **17-DEC-18/10:00AM**

Item No.	Item Description	QTY	UNIT	UNIT PRICE			TOTAL AMOUNT
				BASE	VAT	TOTAL	
	<b>Catering Services</b>	<b>1</b>	<b>SET</b>				

Specifications: see attached Terms of Reference

Budget: see attached Terms of Reference

For more information, please contact:

- **MS. YOLANDA T. VIERNESTO** (HR Unit)  
tel no. 885-4700/ytviernesto@philexim.gov.ph
- **MR. DENNIS A. JAPSON/MS. VENESSA T. PELIAS** (Administration Unit)  
tel no.885-4700 /dajapson@philexim.gov.ph/vtpelias@philexim.gov.ph / fax no. 893-4852

Please submit your sealed proposal addressed to: **Milagros Mercado Baet**  
VP & OIC, Administration Unit-HRAD

TERMS OF PAYMENT : COD

DELIVERY Terms : see attached Terms of Reference

Within three (3) calendar days from receipt by the bidder of the notice that the bidder has the Lowest Calculated Bid, the bidder shall submit the following documentary requirements per Annex "H", Appendix "A" of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 and GPPB Resolution No. 21-2017:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Other documents that may be required during evaluation

**IMPORTANT**

Submit your quotation signed by the Owner/GM/President/key official in envelope closed and pasted and addressed to the Department Head of the General Services Department, 17Floor Citibank Tower, Valero Street, Makati City.

Prices should be typewritten in ink, clearly and without erasures in your official stationery with the above said breakdown in prices. When offering substitute or equivalent brand, specify the brand and make. The envelope submitted which contains the quotation should indicate the number of the quotation, date and time of opening. We shall have the option to place our order in reply to your offer within fifteen (15) working days and after the lapse of the said period, you may consider our right to purchase as null and void. Only bids submitted on or before the time and date specified with prices therein quoted, without blots or erasures shall be considered.

If awarded and you fail to comply with your delivery commitment, or if the items that you shall deliver are not in accordance with your offer and shall be rejected by the end user, award shall be given to the next lower bidder and/or the bid bond, if any, shall be confiscated.

\_\_\_\_\_  
Name of Firm

Very truly yours,

\_\_\_\_\_  
Address

  
**Milagros Mercado Baet**

\_\_\_\_\_  
Tel. No.

VP & OIC, Administration Unit-HRAD

**TERMS OF REFERENCE  
CATERING SERVICE for 105 pax**

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Approved Budget for the Contract: **Seventy Three Thousand Five Hundred Pesos (P73,500)**  
inclusive of applicable taxes or  
**P700.00 per pax** inclusive of applicable taxes

When : **December 20, 2018 (Thursday)**  
12:00 noon onwards

Where : PhilEXIM premises  
17<sup>th</sup> Floor, Citibank Tower, Valero Street, Makati

Requirements:

To be able to provide Food catering services good for 105 persons, inclusive of:

- a) Set Menu to include:
  - one (1) pork dish
  - one (1) chicken dish
  - one (1) specialty dish of the caterer
  - one (1) vegetable dish
  - one (1) salad
  - one (1) pasta
  - soup
  - desserts
  - rice
  - iced tea or soda (one-round)
  - provision for 10% food allowance
- b) Utensils (plate, soup bowl, fork, spoon, drinking glass, knife (if applicable) and table napkins
- c) 3 waiters/servers
- d) No tables/chairs required.

