



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
18th Floor Three Cyberpod Centris-North Tower EDSA Quezon City
Tel No. 8877-4013/4006: Fax 8877-4099 : TIN # 000-844-550

REQUEST FOR QUOTATION


Date: December 10, 2024
Reference No (PR No.): 2024-411

To All Interested Bidders:

This is to request for quotation on the PIDS procurement requirement enumerated hereunder. If you are interested and, in a position, to furnish the same, we shall be glad to have your best price, terms and conditions of delivery, submitted not later than **December 16, 2024 (10:00 AM)** addressed to the *Procurement Management Division of the Administrative and Finance Department* at the abovementioned address. PIDS reserves the right to reject any and all bids, declare failure of bidding, or not award the contract under the conditions specified in Section 41 of the 2016 Revised IRR of RA 9184.

The price quotation/s, to be denominated in Philippine peso, **shall include all applicable taxes, duties, and/or levies payable.**

Very truly yours,


July R. Suing
CAO, Procurement Management Division

Item	Qty	UOM	Articles/Description	Unit Cost	Total Cost
1	165	pax	Catering Services for Year-End Assessment Date of Event: December 19, 2024 ABC: PhP148,500.00 Minimum Requirements/Specifications: BUFFET LUNCH -at least four (4) viands (Fish, Pork/Chicken, Beef, Vegetables) -steamed rice -at least two (2) desserts (salad/fresh fruit/pastries) - soup -Bottomless Iced Tea/Juice AM and PM SNACKS -combination of pasta and pastries/Filipino Merienda -1 round Iced Tea /Lemonade/ Juice OTHERS -Free-flowing coffee and/or tea and drinking water during the activity SCOPE OF WORK 1. Decoration and set-up according to the theme agreed with the End User. 2. Ingress at least 1-2 hours before the program (10:00AM) 3. Ensure quality of food and drinks prior to actual serving and cleanliness of dinnerware and utensils to be used; 4. Set up at least two (2) managed buffet stations , dining-tables, both well-arranged and covered by clean and presentable linen, and chairs for the attendees; 5. Must have at least two (2) staff/servers for the assistance in distribution of food and drinks and one (1) coordinator .		

Requirements:
<ul style="list-style-type: none">Valid Mayor's/Business PermitPhilGEPS Registration No. (if PhilGEPS Platinum Certificate is provided, Mayor's/Business Permit is no longer required)Notarized Omnibus Sworn Statement

The price and details of the above offer are certified correct:

Name of Firm (Bidder)	Signature over Printed Name of Bidder's Representative
Address	Business Permit No.
Telephone and/or Mobile No.	Tax Identification Number (TIN)
Email Address	PhilGEPS Registration Number

Note: PIDS is evaluating its supplier's performance based on the quality of services rendered or goods delivered, timeliness of delivery, customer/after sales service and overall quality of service.