



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

**REQUEST FOR QUOTATION**

Date: November 15, 2019  
RFQ No. 2019 - 036

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 Accommodation for the Year-End Assessment Conference & Gender and Development (GAD) Learning Session to be conducted in Baliwag, Bulacan on December 19-20, 2019** with the following description:

Unit	Item/Description	Qty	Unit Price	Total Price
Set menu	<i>Meals:</i>			
	Breakfast, Snacks (AM & PM)			
	Lunch			
	Dinner			
	<i>Accommodation: December 19-20, 2019</i>			
	1 night/2 days			
	Number of Participants: <b>270 pax</b>			

The Approved Budget for the Contract (ABC) is **₱ 729,000.00**

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 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 and Business Tax Return
4. Omnibus Sworn Statement


Submission of price quotation is not later than seven (7) calendar days from publication to COA website, 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. 931-9304 / 951-3815  
Email address: [ladeleon@coa.gov.ph](mailto:ladeleon@coa.gov.ph)

  
**ZITA R. DE GUIA**  
BAC Chairperson

  
**ATTY. BERNARD D. BAKILAN**  
BAC Vice Chairperson

  
**ATTY. FLORENCE ALBERT B. REYES**  
BAC Member

  
**LUCILA A. MAGPANTAY**  
BAC Member

  
**CECILIA R. ASUNCION**  
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 Accommodation for the Year-End Assessment Conference & Gender and Development (GAD) Learning Session to be conducted in Baliwag, Bulacan on December 19-20, 2019** (Small Value Procurement), hereunder is our quotation for the item/s:

Unit	Item/Description	Qty	Unit Price	Total Price
Set menu	<b>Meals:</b>			
	Breakfast, Snacks (AM & PM)			
	Lunch			
	Dinner			
	<b>Accommodation: December 19-20, 2019</b>			
	1 night/2 days			
	Number of Participants: <b>270 pax</b>			
<b>GRAND TOTAL</b>				

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