



**BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION**

The Technology Application and Promotion Institute (TAPI), through its Bids and Awards Committee, will undertake an Alternative Method of Procurement through **Small Value Procurement (Sec. 53.9)** for the following project:

Name of Project: "Food for participants of Invent School Seminar-Workshop College Level in Pampanga on 13-14 March 2024"

Total Approved Budget for the Contract (ABC): **Php 70,000.00 (Inclusive of government taxes and other applicable fees/charges)**

ITEM NO.	TOTAL ABC PER ITEM	QTY & UNIT	DESCRIPTION
1	Php 70,000.00	1 Lot	<p>Food for participants of Invent School Seminar-Workshop College Level in Pampanga on 13-14 March 2024.</p> <p>Specifications:</p> <p>Location: Benigno Hall, Capitol Compound, Sto. Niño, City of San Fernando, Pampanga</p> <p>March 13, 2024</p> <ul style="list-style-type: none">- 70 pax AM Snacks- 70 pax Lunch (Packed)- 70 pax PM Snacks <p>March 14, 2024</p> <ul style="list-style-type: none">- 70 pax AM Snacks- 70 pax Lunch (Packed)- 70 pax PM Snacks <p>AM & PM Snacks - Pasta w/ Bread/Sandwich/Pastries/Native Delicacies and Drinks</p> <p>Lunch- Shall consist of soup, main dishes- one dish for each variety of seafood, pork/chicken, vegetables, fresh fruits or dessert, including rice and drinks.</p>

WARRANTY PERIOD: _____

Interested suppliers are required to submit the following valid and current eligibility documentary requirements (**Note: Failure to submit the following documents will result in DISQUALIFICATION**):

1. Mayor's/Business Permit (The line of business should be related to the procurement project). In case it is not yet available, Mayor's or Business Permit for the preceding year with the Official Receipt for renewal of application;
2. PhilGEPS Registration Certificate/Registration No.;
3. Duly signed Omnibus Sworn Statement (OSS) or notarized OSS (attached revised OSS format); and

OFFICE: TAPI Bldg., DOST Compound, Gen. Santos Avenue, Bicutan, Taguig City
Website: <http://tapi.dost.gov.ph> / email: info@tapi.dost.gov.ph

4. Duly signed Price Quotation Form (use Annex "A" ONLY).

PLEASE SUBMIT THE DULY SIGNED PRICE QUOTATION FORM (Annex A) AND SCANNED COPIES OF ELIGIBILITY DOCUMENTS to the BAC Secretariat on or before **11 March 2024 – Monday – by 8:00 AM** through electronic mail at procurement@tapi.dost.gov.ph.

Bidders must bid on **ALL ITEMS**. The contract will be awarded to the bidder offering the lowest quotation, provided it **complies with the minimum technical specifications and/or description and falls within the ABC** as stated above, along with other terms and conditions stated therein.

If the bidder has "**Passed**" the Post-Qualification (PQ) and has been declared as having the Single Calculated Responsive Bid (SCRB) or Lowest Calculated and responsive Bid (LCRB), the bidder must submit the **duly notarized Omnibus Sworn Statement (OSS) supported by the following applicable documents** within **three (3) calendar days** upon receipt of notification that they passed the PQ before the BAC issues the corresponding Notice of Award (NOA):

1. **For sole proprietorship** - a notarized Special Power of Attorney, if a person other than the general manager or sole proprietor submits a bid for or represents the company for the bidding activities;
2. **For partnership, corporation, cooperative, or joint venture** - a notarized Secretary's Certificate or Board/Partnership Resolution.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s. The Technology Application and Promotion Institute (TAPI) reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may email us at procurement@tapi.dost.gov.ph.

Very truly yours,


ATTY. ALDRITZ IGNACIO P. JURADO III
Chairperson, BAC