



CALAMBA WATER DISTRICT

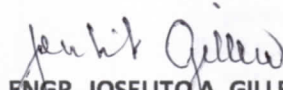
Lakeview Subdivision Halang Calamba City, Laguna
 Tel. Nos. (049) 545-1614; 545-2728; 545-7895; 545-1389; 545-7981; 545-2863
 Fax: (049) 545-9752

REQUEST FOR QUOTATION (Small Value Procurement)

Company Name : _____ Date: _____
 Address : _____ Quotation No. CWD 53-2018
 _____ End-User: Administrative Department
 Tel. No./Fax No. : _____
 T.I.N. : _____

Please quote your lowest price on the item(s) listed, subject to the Terms and Condition stated below and in a sealed envelope submits your quotation duly signed by authorized representative;

Activities	Date and Time	Place / Venue
Pre-Bid Conference	November 9, 2018 @ 1:00pm	2 nd floor CWD Warehouse Building, Lakeview Subdivision, Barangay Halang Calamba City
Opening of Request for Quotation	November 13, 2018 @ 4:00pm	


ENGR. JOSELITZA A. GILLERA
 BAC Chairman

TERMS AND CONDITIONS:

1. ALL ENTRIES SHALL BE TYPEWRITTEN
2. COMMENCEMENT SHALL BE FOR A PERIOD OF **ONE DAY** UPON RECEIPT OF THE APPROVED PURCHASE ORDER.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS
4. THE APPROVED BUDGET FOR THE CONTRACT IS AMOUNTING TO **Php 230,800.00** (BID EXCEEDING THE ABC SHALL BE AUTOMATICALLY DISQUALIFIED)
5. ALL PAGES OF THE SUBMITTED DOCUMENTS MUST BE SIGNED BY THE AUTHORIZED REPRESENTATIVE/S

DOCUMENTARY REQUIREMENTS SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION:

1. PHILGEPS CERTIFICATE OF PLATINUM MEMBERSHIP
2. INCOME AND BUSINESS TAX RETURNS (VAT PAYMENT) LATEST SIX (6) MONTHS
3. OMNIBUS SWORN STATEMENT

Item no.	ITEM & DESCRIPTION/ TERMS OF REFERENCE	QTY.		UNIT AMT.	TOTAL AMOUNT
1	Event Management Services and Supply and Delivery of prizes for the CWD Christmas Party Celebration SCOPE AND WORK DELIVERABLES A dinner and program will be organized for the Board, Management and Employees of Calamba Water District in celebration of its Christmas Party.	1	Lot		230,800.00

<p>Date: December 14, 2018 Time: 8:00AM to 10:00PM Target Number of Participants: 290pax</p> <ol style="list-style-type: none"> 1. Conceptualize and manage the program flow, set up and staging requirements, and other event highlights; 2. Selection, rental, and payment for the venue of the Dinner and Program on December 14, 2018 from 3:00 PM to 10:00 PM, preferably a hall at La Vista Pansol Resort Complex, Brgy. Pansol, Calamba City, Laguna due to the venue's capacity and its proximity; 3. Provide buffet dinner for 290pax, inclusive of one round of drinks; 4. Provide 2 bottles of wine for ceremonial toasting; 5. Handle venue and supplier coordination, as follows: <ul style="list-style-type: none"> - Coordinate with selected venue for necessary arrangements (meals and drinks), - Facilitate ingress to egress and other physical requirements, - Provide technical requirements such as sound system, stage lay-out artist, and lighting facilities, and - Coordinate logistical arrangements of the production; 6. Conceptualize and execute a dinner and program on the following: <ol style="list-style-type: none"> a. Entrance <ol style="list-style-type: none"> i. Set up a registration table /render an upbeat music performance to set a festive mood while guests arrive ii. Set up a photo booth with props or conceptualize similar attractions that will engage participation of guests b. Main Stage <ol style="list-style-type: none"> i. Eucharistic Mass ii. Develop a program that will allow for the Board of Directors and General Manager to deliver a brief talk and welcome guests iii. Provide emcee/host iv. Provide live band to perform any genre 7. Preparation of tokens for guests. <ol style="list-style-type: none"> i. Tokens will also be provided by the event coordinator <p>Terms of Payment:</p> <ul style="list-style-type: none"> - Payments shall be made in checks - 50% down payment before the event, balance to be settled upon check-out <p>----nothing follows----</p>				
Approved Budget for the Contract Php				230,800.00

Price Validity : _____

After having carefully read and accepted your General Conditions, I/We quote on the item(s) at prices noted above.

Printed Name/Signature/Date

Tel. No. /Cellphone No./ e-mail address