



GSIS Government Service Insurance System
Baguio Branch Office
3/F EDY Bldg., Kisad Road , Baguio City 2600 Tel. no. (074) 446-8060

REQUEST FOR QUOTATION

The GOVERNMENT SERVICE INSURANCE SYSTEM invites all interested registered suppliers to submit quotations for:

QTY	UNIT	DESCRIPTION OF ARTICLES	UNIT PRICE	TOTAL
450	pax	PENSIONERS' DAY 3/9/2017 - 1:00 PM to 5:00 PM With Heavy Snacks (Open Buffet) AMENITIES : With flowing coffee/H2O/Tea, Sound System w/ 3 microphones,Wide Screen, tables & chairs w/skirting, etc.. In accordance with attached TERMS OF REFERENCE		

Contact Person/s : Alilee Bautista/Gary Villanueva

Telephone No. : (074) 446 8060

Fax No. : (074) 446 8060

Place of Submission of Quotation : Office of the Branch Manager
GSIS - BAGUIO CITY
3rd Floor, EDY Building
Kisad Rd., Baguio City

TERMS OF REFERENCE

For the CY 2017 Pensioners Day

I. GENERAL REQUIREMENTS

A. Food, Beverages and Other Amenities

Date	Meals
March 9, 2017	Open buffet
	Other Amenities
	Free flowing coffee, tea and water Additional sound system 3 microphones Wide screen Tables and chairs with skirting

- Meals and drinks should be sufficient for a maximum of four hundred fifty (450) participants.

II. APPROVED BUDGET CEILING (ABC)

- The total ABC for this project is **Php135,000.00** and shall be inclusive of all applicable taxes.

III. VENUE

- The venue for the event is at the PTO Bontoc Multi-Purpose Hall, Bontoc, Mt. Province.

IV. PAYMENT SCHEDULE

- Full payment will be settled via **SEND BILL ARRANGEMENT** and made within fifteen (15) working days after receipt of the billing statement through corporate check payable to the SERVICE PROVIDER upon submission of the complete and appropriate billing documents at the GSIS Central Office.

Prepared by:

AB
ALILEE B. BAUTISTA
TA

Recommending Approval:

ISAGANI E. DEL ROSARIO
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Branch Manager

Approved by:

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EDUARDO V. FERNANDEZ
VP, North Luzon