



## REQUEST FOR QUOTATION

The **GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)** invites all interested registered suppliers to submit quotations for:

DESCRIPTION	Quantity	Unit
BANQUET SERVICES (VENUE AND MEALS) FOR THE GSIS CAGAYAN DE ORO BRANCH OFFICE RE-ORIENTATION OF AGENCY AUTHORIZED OFFICERS (AAOs) AND ELECTRONIC REMITTANCE FILE (ERF) HANDLERS  <i>see attached Terms of Reference (TOR)</i>	462	pax

Forms may be secured from the Office of the Branch Manager, GSIS Cagayan de Oro Branch Office, Mayor P.N. Roa St., Brgy. Carmen, Cagayan de Oro City starting 3 March 2017. The last day of submission of quotation shall be on 10 March 2017, not later than 3:00 PM.

Contact Person/s : Roberto R. Jucoy / Jonalyn C. Clitar  
Tel. No. : (088) 858-5818  
Mobile No. : 09173250573 / 09173021924  
Place of Submission of Quotation : Office of the Branch Manager  
GSIS Cagayan de Oro Branch Office  
Mayor P.N. Roa St., Brgy. Carmen  
Cagayan de Oro City



**TERMS OF REFERENCE  
 BANQUET SERVICES (VENUE AND MEALS)  
 FOR THE GSIS CAGAYAN DE ORO BRANCH OFFICE  
 RE-ORIENTATION OF AGENCY AUTHORIZED OFFICERS (AAOs) AND  
 ELECTRONIC REMITTANCE FILE (ERF) HANDLERS**

**I. ITEM FOR PROCUREMENT**

Banquet services (venue and meals) for the Re-Orientation of Agency Authorized Officers (AAOs) and Electronic Remittance File (ERF) Handlers on 15 March 2017

**II. APPROVED BUDGET FOR THE CONTRACT (ABC)**

One Hundred Sixty One & Seven Hundred Pesos Only (PhP161,700.00) inclusive of all applicable taxes.

**III. REQUIREMENTS**

Particulars	Details
Meals for 462 pax	Lunch (managed buffet set up) <i>menu:</i> rice soup 1 main course (beef) 1 main course (chicken) 1 main course (fish) 1 round of drink (bottled soft drink/juice) dessert fruit platter free flowing coffee free purified drinking water
Venue	fully air-conditioned well-lighted and with sound system plus at least three (3) microphones rostrum with microphone lobby signage and directional signage leading to function room / hall with registration tables and chairs (good for 3 pax) comfortable tables/desk and chairs for the participants projector screen / wall other amenities / services / use of facilities that are provided free of charge should be mentioned in the quotation

**IV. TERMS AND CONDITIONS**

**A. Schedule of Delivery**

The venue shall be made ready by the supplier at least a day before the event. Meals should be ready by 11:00 AM on the day of the event.

**B. Payment**

The account shall be paid fifteen (15) days after receipt of the billing/statement of account from the vendor / supplier. All payments shall be subject to existing accounting and auditing rules and regulations applicable to the GSIS.

**Engr. ROSALINDA G. MENDOZA**  
 Branch Manager  
 GSIS Cagayan de Oro Branch Office