



**GSIS** GOVERNMENT SERVICE INSURANCE SYSTEM  
Pampanga Branch Office  
*McArthur Hiway, Sindalan, City of San Fernando, 2000*  
Tele-Fax No. 045-455-1261

**GSIS PAMPANGA BRANCH OFFICE  
REQUEST FOR QUOTATION**

The **GOVERNMENT SERVICE INSURANCE SYSTEM** invites all interested registered supplier / service provider to submit quotation for:

<b>1</b>	<b>Lot</b>	<b>Food &amp; Venue for GSIS Pampanga Stakeholders Dialogue</b>	<b>Php 160,000.00</b>
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**\*\*\* Please see attached Terms of Reference\*\*\***

Quotation Form may be secured from the Office of the Branch Manager, starting August 18, 2017. The last day of submission of quotation shall be on August 23, 2017 not later than 12:00 noon.

Contact Persons	: Anna Liza E. De Guzman
Telephone No.	: (045) 455-1261
Place of submission of Quotation	: Office of the Branch Manager GSIS Pampanga Branch Office McArthur Hiway, Sindalan, City of San Fernando, Pampanga

**TERMS OF REFERENCE**  
**Venue & Catering Services**  
**For the Stakeholders Dialogue of GSIS Pampanga Branch Office**

**I. GENERAL REQUIREMENTS**

**A. Food and Beverages**

<b>Date</b>	<b>Meals</b>
September 5, 2017 Thursday	Lunch with iced tea or soda Overflowing coffee

- Meals and drinks should be sufficient for a maximum of four hundred (400) participants.

**II. APPROVED BUDGET CEILING (ABC)**

- The total ABC for this project is **Php160,000.00** and shall be inclusive of all applicable taxes.

**III. Venue**

- The venue for the Dialogue is in Angeles City, Pampanga.

**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:

Recommending Approval:

Approved by:

**ANNA LIZA E. DE GUZMAN**  
TA/Secretary

**JOEL R. DEFE0**  
Branch Manager

**SALVACION P. MATE**  
OIC-SVP Luzon Group