



REPUBLIKA NG PILIPINAS  
**PASEGURUHAN NG MGA NAGLILINGKOD SA PAMAHALAAN  
(GOVERNMENT SERVICE INSURANCE SYSTEM)  
CAUAYAN BRANCH OFFICE**  
Tagaran, Cauayan City, Isabela 3305

## **REQUEST FOR QUOTATION**

**THE GOVERNMENT SERVICE INSURANCE SYSTEM-CAUAYAN BRANCH** invites all interested registered suppliers and service providers to submit quotations for:

**1 Lot CATERING SERVICES FOR PENSIONERS DAY  
ON DECEMBER 09, 2017**

**Approved Budget For Contract: P 120,000.00  
Note: In Accordance with the Terms of Reference**

Quotation Form may be secured from the Office of the Branch Manager, GSIS Cauayan Branch starting November 21, 2017. The last day of submission of quotation shall be on November 27, 2017 not later than 12:00 noon.

Contact Person; Ma. Eloisa A. Duldulao

Telephone Nos. (078) 652-1127

Place of submission of Quotation: GSIS Cauayan Branch Office  
Cauayan City

**TERMS OF REFERENCE**  
**Catering Services**  
**For the PENSIONERS DAY under GSIS Cauayan Branch Office**

**I. GENERAL REQUIREMENTS**

**A. Food and Beverages**

Date	Meals
December 9, 2017 Saturday	AM Snacks and Lunch with juice/soda, free flowing coffee & drinking water

- Meals and drinks should be sufficient for a maximum of three hundred (300) participants.
- Light snacks with free flowing coffee to be served upon registration of participants, and
- Buffet Lunch – three (3) main courses (meat, fish and vegetable), soup, dessert, steamed rice and iced tea or soda and drinking water.

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

- The total ABC for this project is **PhP 120,000.00** and shall be inclusive of all applicable taxes.

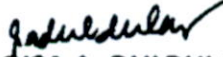
**III. Venue**

- The venue for the Pensioners Day will be provided free-of-charge by the food provider.
- With sufficient parking space
- With free use of projector (two wide screens) and sound system.

**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.

Prepare by:

  
**ELOISA A. DULDULAO**  
SO II – OBM, Cauayan BO

Recommending Approval:

  
**ARACEL A. SANTOS**  
Branch Manager-Cauayan BO

Approved:

  
**EDUARDO V. FERNANDEZ**  
Vice President – North Luzon