



**CLIMATE CHANGE COMMISSION  
BIDS AND AWARDS COMMITTEE**

8353-8494 || [bac@climate.gov.ph](mailto:bac@climate.gov.ph)

14 November 2024

**REQUEST FOR QUOTATION  
RFQ NO. 2024-030**

The **Climate Change Commission – Climate Change Office** through the Implementation Oversight Division intends to procure **“MEALS AND VENUE FOR THE CONDUCT OF BIENNIAL TRANSPARENCY REPORT WORKSHOP WITH EXPERTS AND PEERS”** with an Approved Budget Contract amounting to **Ninety-Four Thousand Twenty Pesos (PhP94,020.00)** for Fiscal Year 2024 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Kindly quote your **best offer** for the Meals and Venue described herein provided at the last page of this Request for Quotation (RFQ) and submit the same in a closed envelope duly signed by your authorized representative **not later than 18 November 2024, 10:00AM** to the BAC Secretariat, 6<sup>th</sup> Floor, First Residences Bldg., 1557 J.P. Laurel St., corner Matienza St., Malacanang Compound, San Miguel, Manila 1005.

The copies of your **2024 Business/Mayor’s Permit, PhilGEPS Registration Number/Certificate, Latest Income/Business Tax Return, Notarized Omnibus Sworn Statement (GPPB-prescribed forms), and Secretary’s Certificate (if corporation)** are also required to be submitted along with your signed quotation/proposal. Late and incomplete submission will not be accepted.

For any clarification, you may contact the BAC Secretariat at **(632) 8353-8494** or email address at [bac@climate.gov.ph](mailto:bac@climate.gov.ph).

SGD.  
**BHABY EDLYN V. ZAMORA**  
Chairperson  
Bids and Awards Committee



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**QUOTATION FORM**

**TERMS AND CONDITIONS**

1. The Approved Budget for the Contract (ABC) is **Ninety-Four Thousand Twenty Pesos (PhP94,020.00)**.
2. Price Quotation should be inclusive of all applicable government taxes.
3. Price Quotation shall be valid within One Hundred Twenty (120) calendar days from the deadline of submission of RFQ.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost (PHP)
1	1	lot	<p><b>Meals and Venue (November 27-28, 2024) for 30 pax</b></p> <p><b>Inclusive:</b>  <b>Meals:</b>  <b>Lunch</b> (soup, vegetable, meat (except beef)/seafood, rice, drinks and desserts)  <b>AM &amp; PM Snacks</b> (Pasta, sandwich or pinoy delicacies with drinks)  <b>With Complimentary coffee/tea</b>  <b>Venue:</b>            Function room with free reliable and fast internet connection, free of electricity charge on the use of projector, laptops, printer and other necessary equipment for the meeting;            At least 3-star Hotel            No to single use plastic  <b>Location: Quezon City</b>            xxxnothingsfollowxxxxxx</p>	94,020.00	

In case you did not receive any communication from Climate Change Commission – Bids and Awards Committee (CCC-BAC) for one (1) month from the deadline indicated above, it is understood that the award was not made in your favor.

The CCC-BAC reserves the right to accept or reject any or all quotation/bid, annul the bidding process and reject all quotations/bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact Ms. Sarah Jane Lee and Ms. Ma. Catherine C. Dimagiba of the CCC-BAC Secretariat at 8353-8494 or.

I have read and understood the Terms and Conditions stated above.

By signing this quote, I hereby agree and bind myself to the Terms and Conditions and the attached Terms of Reference for this procurement project, and the rules of procurement enshrined in the Republic Act No. 9184, as amended.

Signature Over Printed Name : \_\_\_\_\_  
 Name of Company : \_\_\_\_\_  
 Position in Firm : \_\_\_\_\_  
 Business Address : \_\_\_\_\_  
 Contact Information : \_\_\_\_\_