



REQUEST FOR QUOTATION

RFQ No. 2024-12-050A

Mode of Procurement: **NP-SMALL VALUE PROCUREMENT** (Sec. 53.9)

NOTICE TO ALL PROSPECTIVE SERVICE PROVIDERS AND SUPPLIERS:

The Presidential Legislative Liaison Office (PLLO), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed below and submit the same duly signed by their respective authorized representative/s not later than the **16 DECEMBER 2024**. Details of the procurement are as follows:

Title of Activity	The 2024 PLLO Year-End Assessment
Location	AAP Tower, Cubao, Quezon City
Quantity (pax)	90 pax
Date of Activity	19 December 2024
Details of Activity	1 day
Approved Budget for the Contract (in PhP)	Buffet Lunch: PhP1,000.00 and PM Snacks: PhP500.00

Interested suppliers must submit a copy of the following documents together with this RFQ:

- 2024 Business Permit
- Philippine Government Electronic Procurement System (PhilGeps) Registration
- BIR 2303 (Certificate of Registration)
- Notarized Omnibus Sworn Statement and Secretary's Certificate

The quotation may be submitted through e-mail at bac@pllo.gov.ph or delivered to the address below:

BIDS AND AWARDS COMMITTEE SECRETARIAT

6th Floor, AAP Tower
Brgy. Mariana, Quezon City

The PLLO Secretary as Head of the Procuring Entity (HoPE) reserves the right to reject any and all quotations, waive any formality and/or minor defects therein, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, and to accept only the offer most advantageous to the government, without thereby incurring any liability to the affected bidder or bidders.

For any questions and/or clarification, you may contact the BAC Secretariat at (+632) 8736-1152 / 8736-1192 or send email to bac@pllo.gov.ph.

By the Authority of the Bids and Awards Committee:


ASEC. ROSE VIRGINIE B. INIGO
Presidential Legislative Liaison Officer III
Chairperson, Bids and Awards Committee

MALACAÑANG	Room G-101-D, Mabini Hall, Malacañang Complex, San Miguel, Manila	8736-1116	pllo.osec@pllo.gov.ph
SENATE	Rm. 417, GSIS Bldg., Financial Center, Roxas Blvd., Pasay City	8551-0540 8552-7015	pllo_senate@pllo.gov.ph
HOUSE OF REPRESENTATIVES	2/F Romualdez Hall, South Wing Annex, House of Representatives, Batasan Complex, Batasan Hills, Quezon City	8931-5001 local 7604	pllo_hrep@pllo.gov.ph
QUEZON CITY	6th Floor, AAP Tower, Brgy. Mariana, Quezon City	8736-1152 8736-1192	pllo_afmd@pllo.gov.ph

