**REQUEST FOR QUOTATION**

The **Philippine National Volunteer Service Coordinating Agency (PNVSCA)**, through its **Administrative, Financial and Management Division**, intends to procure “**Meals, Accommodation and Function Room for the conduct of FY 2025 Internal Planning**” in accordance with **Section 53.10** (Negotiated Procurement – Lease of Real Property and Venue) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)**, provided as part of this Request for Quotation (RFQ). The Approved Budget of the Contract is ₱120,000.00. Submit your quotation duly signed by your authorized representative **not later than January 29, 2025, 12:00 nn** at G/F Sugar Center Building North Avenue, Diliman, Quezon City. Quotations may also be submitted through email address and contact numbers indicated below.

Quotation must be accompanied with the following documents:

* copy of your 2025 Business/Mayor’s Permit1
* PhilGEPS Registration Number
* A valid and updated PhilGEPS Registration Certificate (Platinum Membership) (all pages) may be submitted in lieu of the Mayor’s/Business Permit
* Omnibus Sworn Statement

For any clarification, you may contact us at telephone no. **(02) 3454-8797,** cellphone no. **09215795030** or email address at [**tbautista@pnvsca.gov.ph**](mailto:tbautista@pnvsca.gov.ph)**.**

**RUDY R. CARLOS**

Chief Administrative Officer

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