

Republic of the Philippines  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Cordillera Administrative Region  
40 North Drive, Baguio City

REQUEST FOR QUOTATION (RFQ)

PR/PP  
No.: 2022-06-372 RFQ No.: 2022-07-540  
End-user: KALAHI Date: AUG 02 2022  
Name of Project: ABC P285,070.00  
CATERING SERVICES RE: KALAHI CIDSS Additional Financing Disaster  
Response Operations Modality (DROM) Phase 1 Activities for the  
Municipality of Sagada, Mt. Province  
Mode of Procurement: SMALL VALUE PROCUREMENT  
Sir/Madam:

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph) on or before AUG 08 2022, 12:00NN.

  
ENRIQUE H. GASCON JR.  
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s, quotations with a dash or zero shall be deemed free of charge.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity may give due preference to goods being offered with green component.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days** from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - a. **Updated Mayor's / Business Permit**
  - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
    - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
    - o **Official Receipt issued by BIR( a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer** after Bid Evaluation may be disqualified.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications** and the **terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the Omnibus Sworn Statement prior to issuance of Award / Purchase Order with ABC amounting to P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement .
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR.**
14. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE ) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025 / 0915-151-9259 / 09636109340** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).



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**REQUEST FOR QUOTATION (RFQ)**

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<b>CATERING SERVICES RE: KALAHI CIDSS Additional Financing Disaster Response Operations Modality (DROM) Phase 1 Activities for the Municipality of Sagada, Mt. Province \</b>				
<b>1</b>	<b>Participatory Situational Analysis Workshop - Barangay 1 \</b>				
	Tentative Date: August 15-16, 2022				
	<b>Day 1</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
	<b>Day 2</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
				Sub-Total	
<b>2</b>	<b>Participatory Situational Analysis Workshop - Barangay 2 \</b>				
	Tentative Date: August 15-16, 2022				
	<b>Day 1</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
	<b>Day 2</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
				Sub-Total	
<b>3</b>	<b>Participatory Situational Analysis Workshop - Barangay 3 \</b>				
	Tentative Date: August 15-16, 2022				
	<b>Day 1</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
	<b>Day 2</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
				Sub-Total	
<b>4</b>	<b>Participatory Situational Analysis Workshop - Barangay 4 \</b>				
	Tentative Date: August 15-16, 2022				
	<b>Day 1</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
	<b>Day 2</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
				Sub-Total	

5	<b>Participatory Situational Analysis Workshop - Barangay 5</b>					
	Tentative Date: August 17-18, 2022					
	<b>Day 1</b>					
	AM Snack	21	70.00/serving			
	Lunch	21	150.00/serving			
	PM Snack	21	70.00/serving			
	<b>Day 2</b>					
	AM Snack	21	70.00/serving			
	Lunch	21	150.00/serving			
	PM Snack	21	70.00/serving			
					Sub-Total	
	6	<b>Participatory Situational Analysis Workshop - Barangay 6</b>				
		Tentative Date: August 17-18, 2022				
<b>Day 1</b>						
AM Snack		21	70.00/serving			
Lunch		21	150.00/serving			
PM Snack		21	70.00/serving			
<b>Day 2</b>						
AM Snack		21	70.00/serving			
Lunch		21	150.00/serving			
PM Snack		21	70.00/serving			
				Sub-Total		
7		<b>Participatory Situational Analysis Workshop - Barangay 7</b>				
		Tentative Date: August 17-18, 2022				
	<b>Day 1</b>					
	AM Snack	21	70.00/serving			
	Lunch	21	150.00/serving			
	PM Snack	21	70.00/serving			
	<b>Day 2</b>					
	AM Snack	21	70.00/serving			
	Lunch	21	150.00/serving			
	PM Snack	21	70.00/serving			
					Sub-Total	
	8	<b>Participatory Situational Analysis Workshop - Barangay 8</b>				
		Tentative Date: August 17-18, 2022				
<b>Day 1</b>						
AM Snack		21	70.00/serving			
Lunch		21	150.00/serving			
PM Snack		21	70.00/serving			
<b>Day 2</b>						
AM Snack		21	70.00/serving			
Lunch		21	150.00/serving			
PM Snack		21	70.00/serving			
				Sub-Total		
9		<b>Participatory Situational Analysis Workshop - Barangay 9</b>				
		Tentative Date: August 22-23, 2022				
	<b>Day 1</b>					
	AM Snack	21	70.00/serving			
	Lunch	21	150.00/serving			
	PM Snack	21	70.00/serving			
	<b>Day 2</b>					
	AM Snack	21	70.00/serving			
	Lunch	21	150.00/serving			
	PM Snack	21	70.00/serving			
					Sub-Total	



10	<b>Participatory Situational Analysis Workshop - Barangay 10</b>				
	Tentative Date: August 22-23, 2022				
	<b>Day 1</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
	<b>Day 2</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
					Sub-Total
11	<b>Participatory Situational Analysis Workshop - Barangay 11</b>				
	Tentative Date: August 22-23, 2022				
	<b>Day 1</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
	<b>Day 2</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
					Sub-Total
12	<b>Participatory Situational Analysis Workshop - Barangay 12</b>				
	Tentative Date: August 22-23, 2022				
	<b>Day 1</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
	<b>Day 2</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
					Sub-Total
13	<b>Participatory Situational Analysis Workshop - Barangay 13</b>				
	Tentative Date: August 24-25, 2022				
	<b>Day 1</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
	<b>Day 2</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
					Sub-Total
14	<b>Participatory Situational Analysis Workshop - Barangay 14</b>				
	Tentative Date: August 24-25, 2022				
	<b>Day 1</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
	<b>Day 2</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
					Sub-Total

15	<b>Participatory Situational Analysis Workshop - Barangay 15</b>				
	Tentative Date: August 24-25, 2022				
	<b>Day 1</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
	<b>Day 2</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
					Sub-Total
16	<b>Participatory Situational Analysis Workshop - Barangay 16</b>				
	Tentative Date: August 24-25, 2022				
	<b>Day 1</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
	<b>Day 2</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
					Sub-Total
17	<b>Participatory Situational Analysis Workshop - Barangay 17</b>				
	Tentative Date: August 29-30, 2022				
	<b>Day 1</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
	<b>Day 2</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
					Sub-Total
18	<b>Participatory Situational Analysis Workshop - Barangay 18</b>				
	Tentative Date: August 29-30, 2022				
	<b>Day 1</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
	<b>Day 2</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
					Sub-Total
19	<b>Participatory Situational Analysis Workshop - Barangay 19</b>				
	Tentative Date: August 29-30, 2022				
	<b>Day 1</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
	<b>Day 2</b>				
	AM Snack	21	70.00/serving		
	Lunch	21	150.00/serving		
	PM Snack	21	70.00/serving		
					Sub-Total
20	<b>Project Development Workshop - Batch 1</b>				
	Tentative Date: September 06, 2022				
	AM Snack	58	70.00/serving		
	Lunch	58	150.00/serving		
	PM Snack	58	70.00/serving		
					Sub-Total

<b>21</b>	<b>Project Development Workshop - Batch 2</b>				
	Tentative Date: September 07, 2022				
	AM Snack	53	70.00/serving		
	Lunch	53	150.00/serving		
	PM Snack	53	70.00/serving		
				Sub-Total	
<b>22</b>	<b>MIAC Technical Review</b>				
	Tentative Date: December 12, 2022				
	AM Snack	74	70.00/serving		
	Lunch	74	150.00/serving		
	PM Snack	74	70.00/serving		
				Sub-Total	
				<b>TOTAL</b>	
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b> (please indicate whether can comply or not, no check mark will mean non-compliance)		<b>REMARKS</b>	
		<b>Can Comply</b>	<b>Cannot Comply</b>		
	<b>A.</b> Food station must be manned by restaurant crew or personnel and meals and snacks should be individually packed using biodegradable packaging materials.	[ ]	[ ]		
	<b>B.</b> Lunch served with the combination of two viands (1 meat/fish and 1 vegetable). AM and PM snacks are preferably indigenous or healthy snacks with a glass of coconut water or natural fruit-infused juice. If indicated Menu is not available, please attach the proposed menu with serving details to be concurred by the end-user <i>Note:</i> a) creamer, sugar, and the like are preferred to be in a canister rather than in a sachet to comply with green procurement b.) Portioning or serving of meals is based on standard and applicable food measurement (e.g. a bowl of bilo-bilo or 2 pcs of suman with 1 slice of riped mango) * Offered Menu to be concurred by the End-User	[ ]	[ ]		
	<b>C.</b> Inclusive of free flowing coffee/lemon grass tea and mineral water	[ ]	[ ]		
	<b>D.</b> Service Provider shall be in charge of the collection and disposal of plastic/plates/containers/ utensils.	[ ]	[ ]		
	<b>E.</b> The place of delivery of the goods / services is within SAGADA, MT. PROVINCE.	[ ]	[ ]		
	<b>PAYMENT WILL BE BASED ON THE ACTUAL NUMBER OF PARTICIPANTS.</b>				

• Award shall be made per:  Lot basis  Total Quoted Price

Note: **NO GIFT ALLOWED.** Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

**Signature of supplier/representative over printed name:** \_\_\_\_\_

**Name of Firm/Dealer/Contractor:** \_\_\_\_\_

(In case of award of contract, this will be the name of the CHEQUE to be issued)

**Address:** \_\_\_\_\_

**Name and Signature of Canvasser**

**Email Address:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**PhilGEPS Registration**

**Number:** \_\_\_\_\_

 VUB/kenneth