

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.: 2022-09-057 (2023 NEP)

End-user: PPPP

Name of Project: _____

RFQ No.: 2023-01-024

Date: January 12, 2023

ABC P214,000.00

**Catering Services with Hall Rental for the PAC, CSO, STAKEHOLDERS
CONSULTATION WITH EDUCATION PARTNERS, STAKEHOLDERS CONSULTATION
ON THE GENERAL HEALTH CONCERNS, AND TECHNICAL SESSION TO CASE
MANAGERS AND ASSISTANT MANAGERS ON KU (MT PROVINCE)**

Sir/Madam: _____

Mode of Procurement: SMALL VALUE PROCUREMENT

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 on or before January 17, 2023, 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 until complete delivery of goods and services.
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.

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Catering Services with Hall Rental for the PAC, CSO, STAKEHOLDERS CONSULTATION WITH EDUCATION PARTNERS, STAKEHOLDERS CONSULTATION ON THE GENERAL HEALTH CONCERNS, AND TECHNICAL SESSION TO CASE MANAGERS AND ASSISTANT MANAGERS ON KU (MT PROVINCE)				
	1. Provincial Advisory Council (PAC) Meeting				
	First Meeting: May 2023				
	AM Snack	30	servings		
	Lunch	30	servings		
	PM Snack	30	servings		
	Hall Rental	1	lot		
	Second Meeting: October 2023				
	AM Snack	30	servings		
	Lunch	30	servings		
	PM Snack	30	servings		
	Hall Rental	1	lot		
	2. Provincial Civil Society Organization (CSO) Meeting				
	May 2023				
	AM Snack	20	servings		
	Lunch	20	servings		
	PM Snack	20	servings		
	Hall Rental	1	lot		
	October 2023				
	AM Snack	20	servings		
	Lunch	20	servings		
	PM Snack	20	servings		
	Hall Rental	1	lot		
	3. Stakeholder's Consultation Meeting with Education Partners on the Provision of Intervention to Consistently Non-Compliant and Not Attending School Beneficiaries				
	First Meeting: June 2023				
	AM Snack	40	servings		
	Lunch	40	servings		
	PM Snack	40	servings		
	Hall Rental	1	lot		
	Second Meeting: September 2023				
	AM Snack	40	servings		
	Lunch	40	servings		
	PM Snack	40	servings		
	Hall Rental	1	lot		
	3. Provincial Stakeholders Consultation Meeting on the General Health Concerns				
	First Meeting: April 2023				
	AM Snack	20	servings		
	Lunch	20	servings		
	PM Snack	20	servings		
	Hall Rental	1	lot		
	Second Meeting: October 2023				
	AM Snack	20	servings		
	Lunch	20	servings		
	PM Snack	20	servings		
	Hall Rental	1	lot		
	4. Technical Session to Case Managers and Assistant Case Managers on Kilos Unlad Case Management Module				
	First Meeting: March 2023				
	Day 1				
	AM Snack	34	servings		
	Lunch	34	servings		
	PM Snack	34	servings		
	Hall Rental	1	lot		
	Day 2				
	AM Snack	34	servings		
	Lunch	34	servings		
	PM Snack	34	servings		
	Hall Rental	1	lot		

Second Meeting: August 2023				
Day 1				
	AM Snack	34	✓	✓
	Lunch	34	✓	✓
	PM Snack	34	✓	✓
	Hall Rental	1	✓	✓
Day 2				
	AM Snack	34	✓	✓
	Lunch	34	✓	✓
	PM Snack	34	✓	✓
	Hall Rental	1	✓	✓
TOTAL				
	OTHER REQUIREMENTS	COMPLIANCE (please indicate whether can comply or not, no check mark will mean non-compliance)		REMARKS
		Can Comply	Cannot Comply	
A. CATERING SERVICES				
1	Lunch served with the combination of three viands (2 meat/fish and 1 vegetable), with soup and dessert, AM and PM Snacks are preferably indigenous inclusive of fruit juice/ refreshment. Note: Portioning of serving of meals based on standard and applicable food measurement (e.g. bowl of bilo-bilo or 2pcs of suman with 1 slice of riped mango)	[]	[]	
2	Meals and snacks should be individually packed using biodegradable packaging materials. Creamer, sugar and the like are preferred to be in a canister (with cover) rather in sachet to comply with green procurement.	[]	[]	
3	Inclusive of free flowing coffee/lemon grass tea and mineral water	[]	[]	
B.VENUE				
1	Should be operating under IATF guideline. (if applicable)	[]	[]	
2	The conference/function hall is: a. can accommodate the proposed number of attendees with distance regardless of the layout and arrangement of stage, chair, and table set up using rectangular or round tables, among others. b. has no impediments or pillars at the center or side of the hall which may affect the view and interaction between and among participants and learning service providers c. sound proofed, well lighted, and well ventilated	[]	[]	
3	Has access to strong WiFi connection to wit: minimum of 10mbps for usual browsing (Google Meet, YouTube, Social media & other online platforms)	[]	[]	
4	Availability and free use of one functional LCD Projector	[]	[]	
5	Free charging of all gadgets (i.e. laptop, projector, mobile phone, among others), including free use of extension cords for the whole duration of the activity.	[]	[]	
6	The place of delivery of the goods / services is within MT PROVINCE.	[]	[]	
7	Service Provider must have an active Landbank Account for payment purposes. For other banks, service charge will be deducted upon payment on the account.	[]	[]	
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES				

• 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 Convasser

Email Address: _____

Contact Number/s: _____

PhilGEPS Registration

Number: _____