

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

**REQUEST FOR QUOTATION (RFQ)**

2022-09-047(2023 NEP),2022-09-034(2023 NEP),2022-09-003(2023 NEP),2022-09-048(2023 NEP),2022-09-012(2023 NEP),2022-09-

PR/PP No.: 055(2023 NEP),2022-09-038(2023 NEP)

End-user: ARRS,HRPPMS,PS,JA V (,CBS,SS,HRWS

Name of Project:

RFQ No.: 2023-01-016

Date: JAN 13 2023

ABC P670,200.00

**CATERING SERVICES FOR THE REGIONAL MATCHING,RACCO,CASE CONFERENCE,T.A SESSION,BAC MEETING,SUPPLIERS' FORUM,AUDIT ENTRANCE AND EXIT AND RMDC MEETINGS,SWD FORUM,SWD TALKS,SWD LNET,COREGROUP,KMTQLC,FORC MEETING AND WELLNESS DAY**

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](mailto:bacsec.car@dswd.gov.ph) on or before **JAN 18 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 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)
  - c. Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).
  - d. 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 or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	CATERING SERVICES FOR THE REGIONAL MATCHING,RACCO,CASE CONFERENCE,T.A SESSION,BAC MEETING,SUPPLIERS' FORUM,AUDIT ENTRANCE AND EXIT AND RMDC MEETINGS,SWD FORUM,SWD TALKS,SWD LNET,COREGROUP,KMTQLC,FORC MEETING AND WELLNESS DAY				
1	ARRS: REGIONAL MATCHING CONFERENCES TENTATIVE DATE: JAN.12&26, FEB.9&23, MAR.9&23, APR.13&20, MAY11&25, JUNE8&22, JULY 13&27, AUG.10&24, SEP.14&28,OCT.12&26, NOV.9&23 AND DEC.4&11,2023				
	Lunch 36 servings x 12 months	432	300.00/serving		
	PM Snacks 36 servings x 12 months	432	100.00/serving		
	ARRS:RACCO MEETING TENTATIVE DATE: JAN.30, FEB.27,MAR.27,APR.24,MAY 9,JUNE 28,JULY 31, AUG.28, SEP.25,OCT.30, NOV.27 AND DEC.4,2023				
	AM Snacks 5 servings x 12 months	60	100.00/serving		
	Lunch 5 servings x 12 months	60	300.00/serving		
	PM Snacks 5 servings x 12 months	60	100.00/serving		
	ARRS: CASE CONFERENCE/CONSULTATION MEETINGS TENTATIVE DATE: JAN.11,FEB.8,MAR.8,APR.5,MAY 3,JUNE 14, JULY 4,AUG.23,SEP.20,OCT.4,NOV.8 AND DEC.6, 2023				
	Lunch (Jan-Apr, June-July) 12 servings x 6 months	72	300.00/serving		
	PM Snacks (Jan-Apr, June-July) 12 servings x 6 months	72	100.00/serving		
	Lunch (May,Aug-Dec) 11 servings x 6 months	66	300.00/serving		
	PM Snacks (May,Aug-Dec) 11 servings x 6 months	66	100.00/serving		
2	HRPPMS: TECHNICAL ASSISTANCE SESSION WITH CIVIL SERVICE COMMISSION (CSC)/CENTRAL OFFICE (CO) RELATIVE TO PRIME-HRM (PROGRAM TO INSTITUTIONALIZE MERITOCRACY AND EXCELLENCE IN HUMAN RESOURCE MANAGEMENT) TENTATIVE DATE: FEB.16,MAY 18, AUG.17 & NOV. 16,2023				
	Lunch 12 servings x 4 months	48	300.00/serving		
3	PS:BAC MEETINGS TENTATIVE DATE: JANUARY TO DECEMBER 2023				
	AM/PM Snacks 15 servings x 34 meetings within the year	510	100.00/serving		
	AM/PM Snacks 10 servings x 1 meeting	10	100.00/serving		
	PS:SUPPLIERS' FORUM TENTATIVE DATE: FEBRUARY 16,2023				
	AM Snacks	60	100.00/serving		
	Lunch	60	300.00/serving		
	PM Snacks	60	100.00/serving		

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4	IAUC: AUDIT ENTRANCE AND EXIT CONFERENCE AND REGIONAL MANAGEMENT DEVELOPMENT COMMITTEE(RMDC) MEETINGS TENTATIVE DATE: MARCH AND JUNE, JUNE AND SEPTEMBER 2023				
	AM Snacks 33 servings x 2 meetings	66	100.00/serving		
	Lunch 33 servings x 2 meetings	66	300.00/serving		
	AM Snacks 23 servings x 2 meetings	46	100.00/serving		
	Lunch 23 servings x 2 meetings	46	300.00/serving		
5	CBS: 1ST SEMESTER SOCIAL WELFARE AND DEVELOPMENT FORUM TENTATIVE DATE: APRIL 19-20,2023				
	AM Snacks 10 servings x 2 days	20	100.00/serving		
	Lunch 10 servings x 2 days	20	300.00/serving		
	PM Snacks 10 servings x 2 days	20	100.00/serving		
	CBS: 2ND SEMESTER SOCIAL WELFARE AND DEVELOPMENT FORUM TENTATIVE DATE: AUGUST 29-30,2023				
	AM Snacks 10 servings x 2 days	20	100.00/serving		
	Lunch 10 servings x 2 days	20	300.00/serving		
	PM Snacks 10 servings x 2 days	20	100.00/serving		
	CBS: SOCIAL WELFARE AND DEVELOPMENT (SWD) TALKS TENTATIVE DATE: MAR.23, JUNE 15, AUG.10 AND NOV.16,2023				
	AM/PM Snacks 52 servings x 4 months	208	100.00/serving		
	Lunch 6 servings x 4 months	24	300.00/serving		
	CBS: SOCIAL WELFARE AND DEVELOPMENT LEARNING NETWORK QUARTERLY LEARNING TENTATIVE DATE: MAR.9, JUNE 8, AUG.22, OCT.12,2023				
	AM Snacks 33 servings x 4 months	132	100.00/serving		
	Lunch 33 servings x 4 months	132	300.00/serving		
	PM Snacks 33 servings x 4 months	132	100.00/serving		
	CBS: CORE GROUP OF SPECIALISTS QUARTERLY LEARNING CONVERSATION TENTATIVE DATE: MAR.21, JUNE 20, AUG.22 & OCT.24,2023				
	AM Snacks 38 servings x 4 months	152	100.00/serving		
	Lunch 38 servings x 4 months	152	300.00/serving		
	PM Snacks 38 servings x 4 months	152	100.00/serving		

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<b>CBS: KNOWLEDGE MANAGEMENT TEAM QUARTERLY LEARNING CONVERSATION</b> TENTATIVE DATE: MAR.15,JUNE 14,AUG.16 & OCT.18,2023				
	AM Snacks 20 servings x 4 months	80	100.00/serving		
	Lunch 20 servings x 4 months	80	300.00/serving		
	PM Snacks 20 servings x 4 months	80	100.00/serving		
6	<b>SS: FORC MEETING</b> TENTATIVE DATE: MAY 12,AUG.31, NOV.17,2023				
	AM Snacks	16	100.00/serving		
	Lunch	16	300.00/serving		
	PM Snacks	16	100.00/serving		
	AM Snacks 17 servings x 2 months	34	100.00/serving		
	Lunch 17 servings x 2 months	34	300.00/serving		
	PM Snacks 17 servings x 2 months	34	100.00/serving		
7	<b>HRWS: WELLNESS DAY IN CELEBRATION OF THE 123RD PHILIPPINE CIVIL SERVICE ANNIVERSARY (PCSA)</b> TENTATIVE DATE: SEPT.13,2023				
	AM Snacks	32	100.00/serving		
	Lunch	32	300.00/serving		
	PM Snacks	32	100.00/serving		
<b>TOTAL</b>					
<b>OTHER REQUIREMENTS</b>		<b>COMPLIANCE</b>		<b>REMARKS</b>	
		Can Comply	Cannot Comply		
A. Food station must be manned by restaurant crew or personnel and meals and snacks should be individually packed using biodegradable packaging materials.		[ ]	[ ]		
B. 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 proposed menu with serving details to be concurred by the end-user Note: a) creamer, sugar, and the like are preferred to be in a canister rather than in sachet to comply with green procurement b.) Portioning or serving of meals is based on standard and applicable food measurement (e.g. bowl of bilo-bilo or 2 pcs of suman with 1 slice of riped mango)		[ ]	[ ]		
C. Inclusive of free flowing coffee/lemon grass tea and mineral water		[ ]	[ ]		
D. Service Provider shall be in charge of the collection and disposal of plastic/plates/containers/ utensils.		[ ]	[ ]		
E. The place of delivery of the goods / services is within BAGUIO CITY.		[ ]	[ ]		
F. Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.		[ ]	[ ]		
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</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 USWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir:

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:

Address:

Email Address:

Contact Number/s:

PhilGEPS Registration Number:

Name and Signature of Convasser

