

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2022-12-096 (2023 NEP)  
End-user: DRMD  
Name of Project:

RFQ No.: 2023-01-043  
Date: JAN 18 2023  
ABC P130,000.00

**CATERING SERVICES WITH HALL RENTAL FOR THE DISASTER RESPONSE  
MANAGEMENT DIVISION QUARTERLY MEETING**

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 JAN 23 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.**

**REQUEST FOR QUOTATION (RFQ)**

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	<b>CATERING SERVICES WITH HALL RENTAL FOR THE DISASTER RESPONSE MANAGEMENT DIVISION QUARTERLY MEETING</b>				
	1ST QUARTER MEETING: TENTATIVE DATE: MARCH 23, 2023				
	AM Snack	61	100.00/serving		
	Lunch	61	300.00/serving		
	PM Snack	61	100.00/serving		
	Hall Rental	1	lot		
	2ND QUARTER MEETING: TENTATIVE DATE: JUNE 22, 2023				
	AM Snack	61	100.00/serving		
	Lunch	61	300.00/serving		
	PM Snack	61	100.00/serving		
	Hall Rental	1	lot		
	3RD QUARTER MEETING: TENTATIVE DATE: SEPTEMBER 21, 2023				
	AM Snack	61	100.00/serving		
	Lunch	61	300.00/serving		
	PM Snack	61	100.00/serving		
	Hall Rental	1	lot		
	4TH QUARTER MEETING: TENTATIVE DATE: DECEMBER 7, 2023				
	AM Snack	61	100.00/serving		
	Lunch	61	300.00/serving		
	PM Snack	61	100.00/serving		
	Hall Rental	1	lot		
<b>TOTAL</b>					
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b>		<b>REMARKS</b>	
A	<b>CATERING</b>	Can Comply	Cannot Comply		
1	Lunch served with the combination of three viands (2 meats/fish and 1 vegetable), with appetizer, 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 2 pcs 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 than in sachet to comply with green procurement.	[ ]	[ ]		
3	Inclusive of free flowing coffee/lemon grass tea and mineral water	[ ]	[ ]		
B	<b>VENUE</b>	[ ]	[ ]		
1	The conference/function hall is: a. free of use during the whole activity duration. 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	[ ]	[ ]		
2	Has access to strong WiFi connection to wit: minimum of 30 mbps for usual browsing (Google Meet, YouTube, Social media & other online platforms)	[ ]	[ ]		
3	Availability and free use of one functional LCD Projector	[ ]	[ ]		
4	Free charging of all electronic gadgets (i.e laptop, projector, mobile phone, among others), including free use of extension cords for the whole duration of the activity	[ ]	[ ]		
5	The place of delivery of the goods / services is within BAGUIO CITY.	[ ]	[ ]		
6	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 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.

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: \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Convasser

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

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

PhilGEPS Registration Number: \_\_\_\_\_

