

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.: 2023-07-524

End-user: KALAHI-CIDSS

Name of Project:

RFQ No.: 2023-07-772

Date: JUL 13 2023

ABC P318,720.00

CATERING SERVICES RE: KALAHI-CIDSS Kapangyarihan at Kaunlaran sa  
Barangay Balik Probinsiya Bagong Pag-asa Program (KKB BP2P) CDD  
Activities for the Municipality of Kiangan, Ifugao CY 2023 (Part 1)

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 JUL 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 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).

**REQUEST FOR QUOTATION (RFQ)**

| LOT NO.  | DETAILED DESCRIPTION  | QTY | UNIT           | UNIT PRICE   | TOTAL |
|----------|---|-----|----------------|--------------|-------|
|          | <b>CATERING SERVICES RE: KALAHI-CIDSS<br/>Kapangyarihan at Kaunlaran sa Barangay Balik<br/>Probinsiya Bagong Pag-asa Program (KKB BP2P)<br/>CDD Activities for the Municipality of Kiangan,<br/>Ifugao CY 2023 (Part 1)</b> |     |                |              |       |
| <b>1</b> | <b>Special Barangay Assembly</b>  |     |                |              |       |
|          | Tentative Date: 24-31 July 2023   |     |                |              |       |
|          | AM Snack (30 pax per barangay x 14 barangays)   | 420 | 70.00/serving  |              |       |
|          | Lunch (30 pax per barangay x 14 barangays)  | 420 | 180.00/serving |              |       |
|          | PM Snack (30 pax per barangay x 14 barangays)   | 420 | 70.00/serving  |              |       |
|          |   |     |                | Sub-Total    |       |
| <b>2</b> | <b>Project Development Workshop</b>   |     |                |              |       |
|          | Tentative Date: Within 10-11 August 2023  |     |                |              |       |
|          | <b>Day 1</b>  |     |                |              |       |
|          | AM Snack  | 73  | 70.00/serving  |              |       |
|          | Lunch   | 73  | 180.00/serving |              |       |
|          | PM Snack  | 73  | 70.00/serving  |              |       |
|          |   |     |                | Sub-Total    |       |
| <b>3</b> | <b>Barangay Development Council Meeting (2nd)</b>   |     |                |              |       |
|          | Tentative Date: 14-21 August 2023   |     |                |              |       |
|          | <b>Day 1</b>  |     |                |              |       |
|          | AM Snack (25 pax per barangay x 14 barangays)   | 350 | 70.00/serving  |              |       |
|          | Lunch (25 pax per barangay x 14 barangays)  | 350 | 180.00/serving |              |       |
|          | PM Snack (25 pax per barangay x 14 barangays)   | 350 | 70.00/serving  |              |       |
|          |   |     |                | Sub-Total    |       |
| <b>4</b> | <b>MDC Meeting for Criteria Setting Workshop</b>  |     |                |              |       |
|          | Tentative Date: 24 August 2023  |     |                |              |       |
|          | <b>Day 1</b>  |     |                |              |       |
|          | AM Snack  | 55  | 70.00/serving  |              |       |
|          | Lunch   | 55  | 180.00/serving |              |       |
|          | PM Snack  | 55  | 70.00/serving  |              |       |
|          |   |     |                | Sub-Total    |       |
| <b>5</b> | <b>Technical Desk Review and Endorsement of Proposal</b>  |     |                |              |       |
|          | Tentative Date: 26 August 2023  |     |                |              |       |
|          | <b>Day 1</b>  |     |                |              |       |
|          | AM Snack  | 18  | 70.00/serving  |              |       |
|          | Lunch   | 18  | 180.00/serving |              |       |
|          | PM Snack  | 18  | 70.00/serving  |              |       |
|          |   |     |                | Sub-Total    |       |
| <b>6</b> | <b>MDC Meeting - Participatory Resource Allocation<br/>(MDC-PRA)</b>  |     |                |              |       |
|          | Tentative Date: 28 August 2023  |     |                |              |       |
|          | <b>Day 1</b>  |     |                |              |       |
|          | AM Snack  | 80  | 70.00/serving  |              |       |
|          | Lunch   | 80  | 180.00/serving |              |       |
|          | PM Snack  | 80  | 70.00/serving  |              |       |
|          |   |     |                | Sub-Total    |       |
|          |   |     |                | <b>TOTAL</b> |       |