

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.: 2023-07-543

RFQ No.: 2023-07-780

End-user: KALAHI-CIDSS

Date: JUL 31 2023

Name of Project:

ABC ₱72,040.00

CATERING SERVICES RE: KALAHI-CIDSS PAMANA-IP CDD Activities for the Municipality of Luna, Apayao CY 2023

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 04 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**.

**REQUEST FOR QUOTATION (RFQ)**

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<b>CATERING SERVICES RE: KALAHI-CIDSS PAMANA-IP CDD Activities for the Municipality of Luna, Apayao CY 2023</b>				
<b>1</b>	<b>MDC Meeting for Criteria Setting Workshop and Participatory Resource Allocation cum Technical Desk Review and Endorsement of Proposal</b>				
	Tentative Date: 7 August 2023				
	<b>Day 1</b>				
	AM Snack	30	80.00/serving		
	Lunch	30	180.00/serving		
	PM Snack	30	80.00/serving		
				Sub-Total	
<b>2</b>	<b>BDC-TWG Meeting for SP Planning and Implementation</b>				
	Tentative Date: 10 August 2023				
	<b>Day 1</b>				
	AM Snack	30	80.00/serving		
	Lunch	30	180.00/serving		
				Sub-Total	
<b>3</b>	<b>Community Procurement Training</b>				
	Tentative Date: 15 August 2023				
	<b>Day 1</b>				
	AM Snack	12	80.00/serving		
	Lunch	12	180.00/serving		
	PM Snack	12	80.00/serving		
				Sub-Total	
<b>4</b>	<b>Pre-Implementation Workshop</b>				
	Tentative Date: 28 August 2023				
	<b>Day 1</b>				
	AM Snack	18	80.00/serving		
	Lunch	18	180.00/serving		
	PM Snack	18	80.00/serving		
				Sub-Total	
<b>5</b>	<b>Community Finance Training</b>				
	Tentative Date: 4 September 2023				
	<b>Day 1</b>				
	AM Snack	15	80.00/serving		
	Lunch	15	180.00/serving		
	PM Snack	15	80.00/serving		
				Sub-Total	
<b>6</b>	<b>Audit and Inventory Training</b>				
	Tentative Date: 12 September 2023				
	<b>Day 1</b>				
	AM Snack	12	80.00/serving		
	Lunch	12	180.00/serving		
	PM Snack	12	80.00/serving		
				Sub-Total	