

REQUEST FOR QUOTATION (RFQ)

PR/PP  
No.: 2023-10-868 RFQ No.: 2023-11-1303  
End-user: KALAHI-CIDSS Date: NOV 07 2023  
Name of Project: ABC P166,060.00

CATERING SERVICES: KALAHI-CIDSS KAPANGYARIHAN AT KAUNLARAN SA BARANGAY  
BALIK PROBINSYA BAGONG PAG-ASA PROGRAM (KKB BP2P) CDD ACTIVITIES FOR THE  
MUNICIPALITY OF HINGYON, IFUGAO CY 2023 (PART 2)

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 on or before NOV 13 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. Upon **approval of the Purchase Order (PO)**, the Procurement Section shall send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address** or upon notification of the winning bidder that the approved Purchase Order is available for confirmation. **Failure to submit the confirmed PO within the 3-day period shall cause the automatic cancellation of the PO.**
14. 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.**
15. **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.
16. 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**.

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

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<b>CATERING SERVICES: KALAHI-CIDSS KAPANGYARIHAN AT KAUNLARAN SA BARANGAY BALIK PROBINSYA BAGONG PAG-ASA PROGRAM (KKB BP2P) CDD ACTIVITIES FOR THE MUNICIPALITY OF HINGYON, IFUGAO CY 2023 (PART 2)</b>				
<b>1</b>	<b>BDC-TWG Meeting - Cluster 1</b>				
	<b>Cluster 1</b>				
	Tentative Date: November 20-21, 2023				
	<b>Day 1</b>				
	AM Snack	84	servings		
	Lunch	84	servings		
	PM Snack	84	servings		
	<b>Cluster 2</b>				
	<b>Day 1</b>				
	AM Snack	84	servings		
	Lunch	84	servings		
	PM Snack	84	servings		
				Sub-Total	
<b>2</b>	<b>Pre-Implementation Workshop</b>				
	Tentative Date: November 23, 2023				
	<b>Day 1</b>				
	AM Snack	76	servings		
	Lunch	76	servings		
	PM Snack	76	servings		
				Sub-Total	
<b>3</b>	<b>Finance Cum Audit and Inventory Training</b>				
	Tentative Date: November 27-28, 2023				
	<b>Day 1</b>				
	AM Snack	66	servings		
	Lunch	66	servings		
	PM Snack	66	servings		
	<b>Day 2</b>				
	AM Snack	66	servings		
	Lunch	66	servings		
	PM Snack	66	servings		
				Sub-Total	
<b>4</b>	<b>Operation and Maintenance Training</b>				
	Tentative Date: December 1, 2023				
	<b>Day 1</b>				
	AM Snack	61	servings		
	Lunch	61	servings		
	PM Snack	61	servings		
				Sub-Total	
				<b>TOTAL</b>	
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b> (please indicate whether can comply or not, no check mark will mean non-compliance)		<b>REMARKS</b>	
		<b>Can Comply</b>	<b>Cannot Comply</b>		
	A. Food station must be manned by restaurant crew or personnel. Meals and snacks should be in buffet style.	[ ]	[ ]		

<p><b>B. Lunch served with the combination of two viands (1 meat/fish and 1 vegetable). 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 the proposed menu with serving details to be concurred by the end-user</b></p> <p><i>Note:</i>  a) <i>creamer, sugar, and the like are preferred to be in a canister rather than in a sachet to comply with green procurement</i>  b.) <i>Portioning or serving of meals is based on standard and applicable food measurement (e.g. a bowl of bilo-bilo or 2 pcs of suman with 1 slice of riped mango)</i></p>	[ ]	[ ]	
<p><b>C. Inclusive of free flowing coffee/lemon grass tea and mineral water</b></p>	[ ]	[ ]	
<p><b>D. Service Provider shall be in charge of the collection and disposal of plastic/plates/containers/ utensils.</b></p>	[ ]	[ ]	
<p><b>E. The place of delivery of the goods / services is within Hingyon, Ifugao.</b></p>	[ ]	[ ]	
<p><b>F. For payment purposes, Service Provider must have an active Landbank Account. If the Service Provider does not have an active Landbank Account, charges that may arise from the transactions of different banks (bank transfer charges for payment purposes) shall be shouldered by the Service Provider.</b></p>	[ ]	[ ]	
<b>PAYMENT WILL BE BASED ON THE ACTUAL NUMBER OF PARTICIPANTS.</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:** \_\_\_\_\_

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

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

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

\_\_\_\_\_  
**Name and Signature of Canvasser**