

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2024-04-202

End-user: KALAHI-CIDSS

Name of Project:

RFQ No.: 2024-04-371

Date: APR 08 2024

ABC: ₱209,800.00

**CATERING SERVICES RE: KALAHI-CIDSS PAMANA IP-CDD CEAC Activities for the Municipality of
Paracelis, Mountain Province CY 2024 (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 on or before APR 12 2024 12:00NN.


RINA CLAIRE L. REYES
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 25123** 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
	CATERING SERVICES RE: KALAHI-CIDSS PAMANA IP-CDD CEAC Activities for the Municipality of Paracelis, Mountain Province CY 2024 (Part 1) STAGE 2: SUB-PROJECT DEVELOPMENT STAGE				
1	Project Development Workshop				
	TENTATIVE DATE: May 2, 2024				
	Day 1				
	AM Snack	32	serving		
	Lunch	32	serving		
	PM Snack	32	serving		
				Sub-Total	
2	Barangay Development Council (BDC) Meeting for SP Proposal Endorsement and Identification of Development Criteria				
	TENTATIVE DATE: May 6-14, 2024				
	Day 1				
	AM Snack (16 pax x 7 barangays)	112	serving		
	Lunch (16 pax x 7 barangays)	112	serving		
				Sub-Total	
3	MDC Meeting for Criteria Setting Workshop				
	TENTATIVE DATE: May 17, 2024				
	Day 1				
	AM Snack	41	serving		
	Lunch	41	serving		
				Sub-Total	
4	Technical Desk Review and Endorsement of Proposal				
	TENTATIVE DATE: May 20, 2024				
	Day 1				
	AM Snack	20	serving		
	Lunch	20	serving		
				Sub-Total	
5	MDC Meeting - Participatory Resource Allocation (MDC-PRA)				
	TENTATIVE DATE: May 21, 2024				
	Day 1				
	AM Snack	59	serving		
	Lunch	59	serving		
				Sub-Total	
	STAGE 3: SUB-PROJECT IMPLEMENTATION STAGE				
6	BDC-TWG Meeting for SP Planning and Implementation				
	TENTATIVE DATE: June 3-11, 2024				
	Day 1				
	AM Snack (17 pax x 7 barangays)	119	serving		
	Lunch (17 pax x 7 barangays)	119	serving		
	PM Snack (17 pax x 7 barangays)	119	serving		
				Sub-Total	
7	Community Procurement Training				
	TENTATIVE DATE: June 13, 2024				
	Day 1				
	AM Snack	45	serving		
	Lunch	45	serving		
	PM Snack	45	serving		
				Sub-Total	
8	Pre-Implementaion Workshop				
	TENTATIVE DATE: July 8, 2024				
	Day 1				
	AM Snack	91	serving		
	Lunch	91	serving		
	PM Snack	91	serving		
				Sub-Total	