

REQUEST FOR QUOTATION (RFQ)

2024-01-007, 2024-02-085, 2024-02-116, 2024-01-040, 2023-09-022 (2024 NEP), 2023-09-012 (2024 NEP), 2023-10-074 (2024 NEP), 2023-10-075 (2024 NEP), 2023-10-085 (2024 NEP), 2023-09-029 (2024 NEP), 2023-09-028 (2023 NEP), 2024-01-049, 2023-10-098 (2024 NEP), 2024-01-055, 2024-01-032, 2023-10-099 (2024 NEP), 2024-03-129, 2024-03-141, 2024-03-144 2023-10-094 (2024 NEP)

PR/PP No.: _____

RFQ No.: 2024-05-556

End-user: SFP, PS, CIS, TARA, PDPs, SS, HRPPMS, IAU, 4PS, SLP, PSD, HRWS, SECTORS, CBS, _____

Date: JUN 03 2024

Name of Project: _____

ABC P2,200.00

CATERING SERVICES FOR VARIOUS ACTIVITIES FOR THE SECOND SEMESTER OF CALENDAR SERVICES FOR VARIOUS ACTIVITIES FOR THE SECOND SEMESTER OF CALENDAR YEAR 2024

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 JUN 07 2024 12:00NN.

RINA CLAIRE L. BEYES
BAC Chairperson

TERMS AND CONDITIONS:

- Quotations in excess of the ABC will be REJECTED.
- For unit price/s, quotations with a dash or zero shall be deemed free of charge.
- All entries must be typewritten/printed/longhand. Any erasure in the quotation must be countersigned by the bidder/representative, otherwise quotation will be rejected.
- The Procuring Entity may give due preference to goods being offered with green component.
- If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
- Delivery of Goods / Services is as indicated in the next page.
- 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.
- The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - Updated Mayor's / Business Permit
 - 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)
 - Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).
 - Official Receipt or Invoice issued by BIR (as applicable, a mere picture of the receipt or invoice can suffice)
- 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.
- Suppliers/Contractors who refuse to accept correction of price offer after Bid Evaluation may be disqualified.
- 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.
- 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.
- 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.**
- 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.**
- 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.
- 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

REQUEST FOR QUOTATION (RFQ)

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	CATERING SERVICES FOR VARIOUS ACTIVITIES FOR THE SECOND SEMESTER OF CALENDAR SERVICES FOR VARIOUS ACTIVITIES FOR THE SECOND SEMESTER OF CALENDAR YEAR 2024				
1	SFP: Nutrition Month Celebration				
	TENTATIVE DATE: July 1-31, 2024				
	AM Snacks	20	serving		
	Lunch	20	serving		
	PM Snacks	20	serving		
				SUB-TOTAL	
2	RPMO-4Ps: Kilos Unlad Social Case Management TWG Meeting				
	TENTATIVE DATE: November ____, 2024				
	AM Snacks	17	serving		
	Lunch	17	serving		
				SUB-TOTAL	
3	CIS: Learning Conversation with AICS Service Providers				
	TENTATIVE DATE: October 10, 2024				
	AM Snacks	69	serving		
	Lunch	69	serving		
	PM Snacks	69	serving		
				SUB-TOTAL	
4	TARA: Regional Monitoring Team Quarterly Meeting				
	TENTATIVE DATE: August 22, 2024				
	AM Snacks	50	serving		
	Lunch	50	serving		
	PM Snacks	50	serving		
	TENTATIVE DATE: November 22, 2024				
	AM Snacks	50	serving		
	Lunch	50	serving		
	PM Snacks	50	serving		
				SUB-TOTAL	
5	PDPS: 2025 WFP Planning Workshop				
	TENTATIVE DATE: August 6, 2024				
	AM Snacks	30	serving		
	Lunch	30	serving		
	PM Snacks	30	serving		
	TENTATIVE DATE: August 7, 2024				
	AM Snacks	30	serving		
	Lunch	30	serving		
	PM Snacks	30	serving		
	TENTATIVE DATE: August 8, 2024				
	AM Snacks	30	serving		
	Lunch	30	serving		
	PM Snacks	30	serving		
				SUB-TOTAL	
6	PDPS: GAD TWG Meeting				
	TENTATIVE DATE: September 6, 2024				
	AM Snacks	30	serving		
	Lunch	30	serving		
	PM Snacks	30	serving		
	TENTATIVE DATE: November 8, 2024				
	AM Snacks	30	serving		
	Lunch	30	serving		
	PM Snacks	30	serving		
				SUB-TOTAL	
7	PDPS: RPMET Semestral Meeting				
	TENTATIVE DATE: November 13, 2024				
	AM Snacks	30	serving		
	Lunch	30	serving		
	PM Snacks	30	serving		
				SUB-TOTAL	
8	PDPS: Regional Research and Evaluation TWG Semestral Meeting				
	TENTATIVE DATE: November 15, 2024				
	AM Snacks	30	serving		
	Lunch	30	serving		
	PM Snacks	30	serving		
				SUB-TOTAL	
9	PDPS: Research Forum				
	TENTATIVE DATE: October 11, 2024				
	AM Snacks	50	serving		
	Lunch	50	serving		
	PM Snacks	50	serving		
				SUB-TOTAL	

10	PDPS: RManCom Monthly Meeting				
	TENTATIVE DATE: July ____, 2024				
	AM Snacks	20	serv		
	Lunch	20	serv		
	PM Snacks	20	serv		
					SUB-TOTAL
	TENTATIVE DATE: August - December 2024				
	AM Snacks (15pax x 5meetings)	75	serv		
	Lunch (15pax x 5meetings)	75	serv		
	PM Snacks (15pax x 5meetings)	75	serv		
					SUB-TOTAL
11	PDPS: Emergency RManCom Meeting				
	TENTATIVE DATE: September 13, 2024				
	AM Snacks	15	serv		
	Lunch	15	serv		
	PM Snacks	15	serv		
	TENTATIVE DATE: November 22, 2024				
	AM Snacks	15	serv		
	Lunch	15	serv		
	PM Snacks	15	serv		
					SUB-TOTAL
12	SS: ABSNET Cluster Meeting				
	TENTATIVE DATE: August 15, 2024				
	AM Snacks	30	serv		
	Lunch	30	serv		
	PM Snacks	30	serv		
					SUB-TOTAL
13	HRPPMS: Quarterly Technical Assistance Session with CSC, CO relative to PRIME HRM				
	TENTATIVE DATE: August 16, 2024				
	AM/PM Snacks	15	serv		
	Lunch	15	serv		
	TENTATIVE DATE: November 15, 2024				
	AM/PM Snacks	15	serv		
	Lunch	15	serv		
					SUB-TOTAL
14	IAU: COA Entrance and Exit Conference FY 2024				
	TENTATIVE DATE: November ____, 2024				
	AM Snacks	30	serv		
	Lunch	30	serv		
	PM Snacks	30	serv		
					SUB-TOTAL
15	PS: BAC Meetings & Emergency Meeting				
	TENTATIVE DATE: July to December 2024				
	AM/PM Snacks	200	serv		
	Lunch	60	serv		
					SUB-TOTAL
16	PS: Inspectorate Committee Meeting				
	TENTATIVE DATE: August 6, 2024				
	Lunch	50	serv		
	PM Snacks	50	serv		
					SUB-TOTAL
17	HRPPMS: Regional Performance Monitoring Team				
	TENTATIVE DATE: August 30, 2024				
	AM/PM Snacks	15	serv		
	TENTATIVE DATE: November 29, 2024				
	AM/PM Snacks	15	serv		
					SUB-TOTAL
18	HRPPMS: HRMPSB Quarterly Meeting				
	TENTATIVE DATE: August 23, 2024				
	AM/PM Snacks	55	serv		
	TENTATIVE DATE: November 22, 2024				
	AM/PM Snacks	55	serv		
					SUB-TOTAL
19	4Ps: City Advisory Committee Meeting				
	TENTATIVE DATE: October 2, 2024				
	AM/PM Snacks	21	serv		
					SUB-TOTAL
20	4Ps: Parent Leaders Meeting				
	TENTATIVE DATE: September ____, 2024				
	AM Snacks	71	serv		
	Lunch	71	serv		
	PM Snacks	71	serv		
	TENTATIVE DATE: November ____, 2024				
	AM Snacks	71	serv		
	Lunch	71	serv		
	PM Snacks	71	serv		
					SUB-TOTAL

21	SLP: Partnership Engagement Meeting				
	TENTATIVE DATE: August ____, 2024				
	DAY 1				
	AM Snacks	52	servings		
	Lunch	52	servings		
	PM Snacks	52	servings		
	DAY 2				
	AM Snacks	50	servings		
	Lunch	50	servings		
	PM Snacks	50	servings		
					SUB-TOTAL
22	4Ps: 4Ps Lecture Series				
	TENTATIVE DATE: July to December 2024				
	AM/PM Snacks (55pax x 6meetings)	330	servings		
					SUB-TOTAL
23	PSD: Quarterly Learning Conversation for the Protective Services Division				
	TENTATIVE DATE: September 27, 2024				
	AM Snacks	20	servings		
	Lunch	20	servings		
	PM Snacks	20	servings		
	TENTATIVE DATE: November 15, 2024				
	AM Snacks	20	servings		
	Lunch	20	servings		
	PM Snacks	20	servings		
					SUB-TOTAL
24	HRWS: PRAISE Committee Meeting				
	TENTATIVE DATE: July 3, 2024				
	AM Snacks	49	servings		
	TENTATIVE DATE: October 2, 2024				
	AM Snacks	49	servings		
					SUB-TOTAL
25	HRWS: Grievance Committee Meeting				
	TENTATIVE DATE: July 4, 2024				
	AM Snacks	23	servings		
	TENTATIVE DATE: October 3, 2024				
	AM Snacks	23	servings		
					SUB-TOTAL
26	SECTORS: Inter-agency Meeting SHIELD				
	TENTATIVE DATE: August 23, 2024				
	AM Snacks	10	servings		
	Lunch	10	servings		
	TENTATIVE DATE: November 15, 2024				
	AM Snacks	10	servings		
	Lunch	10	servings		
					SUB-TOTAL
27	CBS: SWDLNET QUARTERLY LCS & Knowledge Sharing Session				
	TENTATIVE DATE: August 14, 2024				
	AM Snacks	30	servings		
	Lunch	30	servings		
	PM Snacks	30	servings		
	TENTATIVE DATE: November 6, 2024				
	AM Snacks	30	servings		
	Lunch	30	servings		
	PM Snacks	30	servings		
					SUB-TOTAL
28	CBS: Core Group of Specialist Quarterly Meeting				
	TENTATIVE DATE: August 14, 2024				
	AM Snacks	35	servings		
	Lunch	35	servings		
	PM Snacks	35	servings		
	TENTATIVE DATE: October 9, 2024				
	AM Snacks	35	servings		
	Lunch	35	servings		
	PM Snacks	35	servings		
					SUB-TOTAL
29	CBS: Knowledge Management Team Quarterly Conversation				
	TENTATIVE DATE: August 22, 2024				
	AM Snacks	20	servings		
	Lunch	20	servings		
	PM Snacks	20	servings		
	TENTATIVE DATE: October 29, 2024				
	AM Snacks	20	servings		
	Lunch	20	servings		
	PM Snacks	20	servings		
					SUB-TOTAL
30	PDPS: SCSP Secretariat Focal Meeting				
	TENTATIVE DATE: September 20, 2024				
	AM Snacks	26	servings		
	Lunch	26	servings		
					SUB-TOTAL

31	PDPS: SubCommittee on Social Protection Meeting				
	TENTATIVE DATE: October 11, 2024				
	AM Snacks	55	servings		
	Lunch	55	servings		
	PM Snacks	55	servings		
					SUB-TOTAL
32	LDS: Learning Conversation for Financial Management Division				
	TENTATIVE DATE: July __, 2024				
	AM Snacks	76	servings		
	Lunch	76	servings		
	PM Snacks	76	servings		
	TENTATIVE DATE: November __, 2024				
	AM Snacks	76	servings		
	Lunch	76	servings		
	PM Snacks	76	servings		
					SUB-TOTAL
33	LDS: Learning Conversation for Human Resource Management & Development Division				
	TENTATIVE DATE: July __, 2024				
	AM Snacks	36	servings		
	Lunch	36	servings		
	PM Snacks	36	servings		
	TENTATIVE DATE: November __, 2024				
	AM Snacks	36	servings		
	Lunch	36	servings		
	PM Snacks	36	servings		
					SUB-TOTAL
34	LDS: Learning Conversation for the Office of the Regional Director				
	TENTATIVE DATE: July __, 2024				
	AM Snacks	60	servings		
	Lunch	60	servings		
	PM Snacks	60	servings		
	TENTATIVE DATE: November __, 2024				
	AM Snacks	60	servings		
	Lunch	60	servings		
	PM Snacks	60	servings		
					SUB-TOTAL
TOTAL					
OTHER REQUIREMENTS			COMPLIANCE		REMARKS
			Can Comply	Cannot Comply	
A. Food station must be manned by restaurant crew or personnel for Buffet Lunch and AM and PM snacks should be plated. In case the end user opts for packed Lunch and AM/PM Snacks, meals should be packed in properly sealed Paper Food Box / Paper Bowl and should be accompanied by disposable wooden cutlery/utensils and tissue.			[]	[]	
B. Buffet lunch with three viands (2 meat/fish and one vegetable), soup, dessert, and a glass of healthy or natural fruit infused drinks; AM and PM snacks are preferably healthy or indigenous with glass of coconut water or natural fruit infused drinks. Portioning of meals are as follows: a. For meals : 1 cup of rice, 1 serving of vegetable, 2 serving of meat/fish b. For snacks: (per piece: e.g. 1 bowl of ginataan, 2pcs of suman with a slice of mango) Note: creamer, sugar and the like are preferred to be in a canister rather than in sachet to comply with green procurement. On the other hand, serving or portioning is based on appropriate and applicable standard measurement/servings.			[]	[]	
C. One buffet set-up for all meals. Meals should be served and available on time (Lunch: 11:50AM-12:00PM and AM/PM snacks: 10AM/3:00PM)			[]	[]	
D. Inclusive of free flowing coffee/lemon grass tea and mineral water. Coffee/tea must be served on an earlier time as set/scheduled by the end user.			[]	[]	
E. Service Provider shall be in charge of the collection of plates/containers/ utensils.			[]	[]	
F. The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control (i.e. force majeure, fortuitous events, etc).			[]	[]	

<p>G. In case that the number of pax for the issued Purchase Order is 15 pax and below, the terms are as follows:</p> <ol style="list-style-type: none"> 1. The meals to be delivered should be packed and drinks will either be bottled juice or juice in tetra pack; 2. Free flowing coffee is waived for an issued Purchase Order with 15 pax and below. 3. Garbage collection for issued Purchase Order with 15 pax and below, will be the responsibility of the end user. 	[]	[]	
<p>H. The winning bidder shall be notified by the end user at least three (3) calendar days prior to the conduct of activities. The place of delivery of the goods / services is within BAGUIO CITY.</p>	[]	[]	
<p>I. Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.</p>	[]	[]	
PAYMENT SHALL BE MADE EVERY AFTER CONDUCT OF ACTIVITY AND THRU LANDBANK OF THE PHILIPPINES			

• 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.

Name of Firm/Dealer/Contractor: _____

Office Address: _____

Owner's/Proprietor/President's Name and Signature: _____

Contact Number/s: _____

Email Address: _____

For Authorized Representative, kindly indicate the following: _____

Name and Signature: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

Name and Signature of Canvasser