

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.: 2025-09-028(2026 NEP)
End-user: PDPS
Name of Project:

RFQ No.: 2025-10-031(EPA)
Date: OCT 24 2025
ABC: ₱134,500.00

Catering Services for the Quarterly GAD TWG Meeting-1st Quarter, Regional Planning, Monitoring and Evaluation Team (RPMET) Semestral Meeting-1st Semester, Regional Research and Evaluation- Technical Working Group (R&E-TWG) Semestral Meeting-1st Semester, Monthly RMANCOM Meeting-1st-4th Meeting, Expanded RMANCOM Meeting-1st and 2nd Meeting and Emergency RMANCOM Meeting and other unforeseen Contingencies- 1st and 2nd Meeting

Mode of Procurement: Small Value Procurement

Sir/Madam: _____

Please quote your 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 OCT 30 2025 12:00NN

ENRIQUE H. GASCON, JR.
BAC Chairperson

TERMS AND CONDITIONS:

- Quotations in excess of the ABC will be **REJECTED**.
- For total quoted price, quotations with a dash, zero or blank 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.
- Payment terms is charged on account.
- 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 of RA 12009 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 latter shall prevail.
- Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall 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 may 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 may 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, 0969-572-9176** or email address bacsec.car@dswd.gov.ph.

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ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	Catering Services for the Quarterly GAD TWG Meeting-1st Quarter, Regional Planning, Monitoring and Evaluation Team (RPMET) Semestral Meeting-1st Semester, Regional Research and Evaluation- Technical Working Group (R&E-TWG) Semestral Meeting-1st Semester, Monthly RMANCOM Meeting-1st-4th Meeting, Expanded RMANCOM Meeting-1st and 2nd Meeting and Emergency RMANCOM Meeting and other unforeseen Contingencies- 1st and 2nd Meeting				
1	Quarterly GAD TWG Meeting-1st Quarter TENTATIVE DATE: February 19, 2026				
	AM Snacks	30	servings		
	Lunch	30	servings		
2	Regional Planning, Monitoring and Evaluation Team (RPMET) Semestral Meeting-1st Semester TENTATIVE DATE: May 21, 2026				
	AM Snacks	40	servings		
	Lunch	40	servings		
3	Regional Research and Evaluation- Technical Working Group (R&E-TWG) Semestral Meeting-1st Semester TENTATIVE DATE: May 07, 2026				
	AM Snacks	30	servings		
	Lunch	30	servings		
4	Monthly RMANCOM Meeting-1st Meeting TENTATIVE DATE: February 10, 2026				
	AM Snacks	15	servings		
	Lunch	15	servings		
	PM Snacks	15	servings		
5	Monthly RMANCOM Meeting-2nd Meeting TENTATIVE DATE: March 10, 2026				
	AM Snacks	15	servings		
	Lunch	15	servings		
	PM Snacks	15	servings		
6	Monthly RMANCOM Meeting-3rd Meeting TENTATIVE DATE: May 12, 2026				
	AM Snacks	15	servings		
	Lunch	15	servings		
	PM Snacks	15	servings		
7	Monthly RMANCOM Meeting-4th Meeting TENTATIVE DATE: June 9, 2026				
	AM Snacks	15	servings		
	Lunch	15	servings		
	PM Snacks	15	servings		
8	Expanded RMANCOM Meeting-1st Meeting TENTATIVE DATE: January 13, 2026				
	AM Snacks	20	servings		
	Lunch	20	servings		
	PM Snacks	20	servings		
9	Expanded RMANCOM Meeting-2nd Meeting TENTATIVE DATE: April 14, 2026				
	AM Snacks	20	servings		
	Lunch	20	servings		
	PM Snacks	20	servings		

