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.: 2026-04-434
End-user: KALAHI-CIDSS
Name of Project:

RFQ No.: 2026-05-275
Date: 19 MAY 2026
ABC: ₱63,240.00

Catering Services for KALAHI-CIDSS Philippine Community Resilience Program (KC PCRP) CDD Stage 1 Activities for the Municipality of Luba, Abra CY 2026 - Municipal Resilience Planning WorkshopTraining on Disaster Risk Reduction–Climate Change Adaptation (DRR-CCA) and the Community Resilience Implementation Process (CRIP) for Municipal and Barangay Resilience Teams (MResT and BResT)

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 25 MAY 2026 12:00NN.

MAY 18 2026

CECILE A. BASAWIL
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. Payment terms is charged on account.
6. If necessary, the BAC through the TWG, may require an occular inspection of the venue/place of business/goods being offered.
7. Delivery of Goods / Services is **as indicated** in the next page.
8. 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.**
9. 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 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)**
10. 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.
11. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified.**
12. 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.
13. 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.**
14. 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.**
15. 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.**
16. **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.
17. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430** local **25123**, mobile number **0969-572-9176** or email address **bacsec.car@dswd.gov.ph.**

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REQUEST FOR QUOTATION (RFQ)					
LOT NO.	**DETAILED DESCRIPTION**	**QTY**	**UNIT**	**UNIT PRICE**	**TOTAL**
1	**Catering Services for KALAHI-CIDSS Philippine Community Resilience Program (KC PCRP) CDD Stage 1 Activities for the Municipality of Luba, Abra CY 2026 - Municipal Resilience Planning WorkshopTraining on Disaster Risk Reduction–Climate Change Adaptation (DRR-CCA) and the Community Resilience Implementation Process (CRIP) for Municipal and Barangay Resilience Teams (MResT and BResT)**				
	TENTATIVE DATE: June 16 to 18, 2026				
	DAY 1				
	AM Snack	**62**	**serving**		
	Lunch	**62**	**serving**		
	PM Snack	**62**	**serving**		
	DAY 2				
	AM Snack	**62**	**serving**		
	Lunch	**62**	**serving**		
	PM Snack	**62**	**serving**		
	DAY 3				
	AM Snack	**62**	**serving**		
	Lunch	**62**	**serving**		
	PM Snack	**62**	**serving**		
				TOTAL	

	OTHER REQUIREMENTS	**COMPLIANCE**		**REMARKS**
		Can Comply	Cannot Comply	
	A. Food station must be manned by restaurant crew or personnel for Buffet Meals and AM and PM snacks should be plated. In case the end user opts for packed Meals and AM/PM Snacks, meals should be packed in properly sealed Paper Food Box / Paper Bowl and should be accompanied by disposable wooden cutleries/utensils and tissue.	[ ]	[ ]	
	B. Buffet Meals with two viands (1 meat/fish and one vegetable), soup, and bottled water; 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, 1 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: 10:00AM/3:00PM)	[ ]	[ ]	
	D. Inclusive of free flowing brewed 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).	[ ]	[ ]	

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	G. 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 **LUBA, ABRA**	[ ]	[ ]	
	H. Charges on meals/snacks should be based on **confirmed number** of participants on the first day while charges on succeding days should be based **on actual count**	[ ]	[ ]	
	I. Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[ ]	[ ]	
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.

Ma'am:

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

JFC/rehgh