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**LETTER OF INVITATION**

Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Sir/Madam:

The Department of Social Welfare and Development-Cordillera Administrative Region (DSWD-CAR) hereby invites you to submit quotations for this said activity/purchase:

Name of Project: Catering Services with Hall Rental for Various Activities of RCAT-VAWC

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RFQ No. 2021-02- 160

Deadline of Submission: MARCH 05, 2021, 12:00PM

For questions/clarifications, you may contact us at:  
DSWD-CAR Address: 40 North Drive, Baguio City  
Telephone: (074) 444-8129  
Fax: (074) 442-7917  
Email: [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph)

Very truly yours,

  
**ENRIQUE H. GASCON, JR.**  
BAC Chairperson

Received by:

\_\_\_\_\_  
Name and Signature of Supplier

\_\_\_\_\_  
Date

\_\_\_\_\_  
Canvasser's Name and Signature

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2021-02-079

End-user: RCAT-VAWC

Name of Project:

RFQ No.: 2021-02-160

Date: MAR 01 2021

ABC ₱195,200.00

**CATERING SERVICES WITH HALL RENTAL FOR  
VARIOUS ACTIVITIES OF RCAT-VAWC**

Sir/Madam:

Mode of Procurement: **SMALL VALUE PROCUREMENT**

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](mailto:bacsec.car@dswd.gov.ph) on or before **MAR 05 2021, 12:00PM.**

ENRIQUE H. GASCON JR.  
OIC-ARDA/BAC Chairperson

**TERMS AND CONDITIONS:**

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, 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 until **the duration of the Purchase Order**.
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)**
  - c. **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
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 latter shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.
10. Suppliers/Contractors who refuse to accept correction of *price offer* after Bid Evaluation shall 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 following document prior to issuance of Award / Purchase Order with ABC amounting to P50,000.00 and above.
  - a. **Omnibus Sworn Statement (only for Negotiated Procurement - Emergency Cases, Sec. 53.2 and Small Value Procurement Sec. 53.9)**
13. 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**.
14. **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.
15. 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](mailto:bacsec.car@dswd.gov.ph).



**REQUEST FOR QUOTATION (RFQ)**

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	<b>CATERING SERVICES WITH HALL RENTAL FOR VARIOUS ACTIVITIES OF RCAT-VAWC</b>				
	<b><u>A. RCDA REGULAR MEETING</u></b>				
	AM Snacks x 35 pax for 4 meetings	<b>140</b>	100.00/serving		
	Lunch x 35 pax for 4 meetings	<b>140</b>	300.00/serving		
	VENUE w/ Internet Access	<b>4</b>	3000.00/lot		
	<b><u>B. KALIPI Officers Meeting</u></b>				
	AM Snacks x 13 pax x 3 meetings	<b>39</b>	100.00/serving		
	Lunch x 13 pax x 3 meetings	<b>39</b>	300.00/serving		
	VENUE w/ Internet Access	<b>3</b>	2000.00/lot		
	<b><u>C. Regular Consultation and Technical Assistance to Sectoral Federations</u></b>				
	AM Snacks x 29 pax x 3 meetings	<b>87</b>	100.00/serving		
	Lunch x 29 pax x 3 meetings	<b>87</b>	300.00/serving		
	VENUE w/ Internet Access	<b>3</b>	2000.00/lot		
	<b><u>D. RIACFF Quarterly Meetings</u></b>				
	AM Snacks x 13 pax x 4 meetings	<b>52</b>	100.00/serving		
	Lunch x 13 pax x 4 meetings	<b>52</b>	300.00/serving		
	VENUE w/ Internet Access	<b>4</b>	2000.00/lot		
	<b><u>E. RIACSC Quarterly Meetings</u></b>				
	AM Snacks x 25 pax x 3 meetings	<b>75</b>	100.00/serving		
	Lunch x 25 pax x 3 meetings	<b>75</b>	300.00/serving		
	VENUE w/ Internet Access	<b>3</b>	2000.00/lot		
<b>TOTAL</b>					

*Please see attached menu for your reference.*

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
<b>A</b>	<b>CATERING</b>			
1	Lunch served with the combination of three viands (2 meats/fish and 1 vegetable), with appetizer, soup and dessert, AM and PM snacks are preferably indigenous inclusive of fruit juice/refreshment.  Note: Portioning of serving of meals based on standard and applicable food measurement (e.g. bowl of bilo-bilo or 2 pcs of suman with 1 slice of riped mango)	[ ]	[ ]	
2	Meals and snacks should be individually packed using biodegradable packaging materials. Creamer, sugar and the like are preferred to be in a canister (with cover) rather than in sachet to comply with green procurement.	[ ]	[ ]	
3	Inclusive of free flowing coffee/lemon grass tea and mineral water	[ ]	[ ]	
<b>B</b>	<b>VENUE</b>			
1	Undertake body temperature checking using thermal scanner at the venue entrances for all guests/participants by qualified health or medical staff or trained personnel	[ ]	[ ]	
2	Sanitizing mats are provided at the entrance of the venue for the disinfection of guests' shoes	[ ]	[ ]	
3	Physical distancing measures, hand sanitation, and respiratory etiquette must be observed when handling guests at the reception area.	[ ]	[ ]	

4	Essential health kits such as 70% ethyl alcohol/hand sanitizer, tissue/paper towel and disposable waste bag should be available at the reception or counter	[ ]	[ ]	
5	The conference/ function hall is: a. function hall must adhere to 50% capacity to ensure physical distancing b. can accommodate the proposed number of attendees with distance regardless of the layout and arrangement of stage, chair, and table set up using rectangular or round tables, among others. Table set up should accommodate 50% of the original capacity c. sound proofed, well lighted and well ventilated d. In light of physical distancing, seating arrangement must consider enough spacing ( to contribute to the conduciveness of the learning environment)	[ ]	[ ]	
6	Has access to strong WiFi connection to wit: minimum of 30 mbps for usual browsing (Google Meet, YouTube, Social media & other online platforms)	[ ]	[ ]	
7	Availability and free use of one functional LCD Projector	[ ]	[ ]	
8	Free charging of all electronic gadgets (i.e laptop, projector, mobile phone, among others), including free use of extension cords for the whole duration of the activity	[ ]	[ ]	
9	The place of delivery of the goods / services is within <b>Baguio City</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:** \_\_\_\_\_

*(This will be the name of the CHEQUE to be issued)*

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

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

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

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

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

YUB/ be/ 9