



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 the Partner Stakeholder's Meeting

RFQ No. 2021-02-166
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

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.: 2020-09-043 (2021-NEP)

End-user: PANTAWID M&E

Name of Project:

CATERING SERVICES WITH HALL RENTAL FOR THE
PARTNER STAKEHOLDER'S MEETING

RFQ No.: 2021-02-1666

Date: MAR 01 2021

ABC P 94,000.00

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 on or before MAR 05 2021 12:00 PM.

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)**
 - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue)**


ENGR. GASCON JR.
OIC-ARDA/TAC Chairperson

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.
 - o **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 (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.

REQUEST FOR QUOTATION (RFQ)

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	CATERING SERVICES WITH HALL RENTAL FOR THE PARTNER STAKEHOLDER'S MEETING				
	<u>March 9, 2021</u>				
	AM Snacks	35	100.00/serving		
	Lunch	35	300.00/serving		
	PM Snacks	35	100.00/serving		
	Hall Rental	1	6,000.00/day		
	<u>June 4, 2021</u>				
	AM Snacks	35	100.00/serving		
	Lunch	35	300.00/serving		
	PM Snacks	35	100.00/serving		
	Hall Rental	1	6,000.00/day		
	<u>September 10, 2021</u>				
	AM Snacks	35	100.00/serving		
	Lunch	35	300.00/serving		
	PM Snacks	35	100.00/serving		
	Hall Rental	1	6,000.00/day		
	<u>November 12, 2021</u>				
	AM Snacks	35	100.00/serving		
	Lunch	35	300.00/serving		
	PM Snacks	35	100.00/serving		
	Hall Rental	1	6,000.00/day		
TOTAL					

Please see attached menu for your reference.

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
A	CATERING			
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	VENUE			
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 Baguio City.			

• Award shall be made per: Total Quoted Price
 ₱ Lot basis

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)

 Name and Signature of Canvasser



 Address:

 Email Address:

 Contact Number/s:

 PhilGEPS Registration Number:

A. Menu for Partner Stakeholder's Meeting

March 19, 2021

AM SNACK Pancit with Shanghai Buko Juice	LUNCH Pork and Chicken Adobo Shrimp Buttered Stir Fried Vegetables Fruit in Season Rice, Soup	PM SNACK Chicken Sandwich with Fries Fruit Juice
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June 04, 2021

AM SNACK Baked Mac with Potato Chips, Buko Juice	LUNCH Liempo Barbecue Adobong Pusit Pinakbet Fruit In Season Rice, Soup	PM SNACK Ube Ensaymada Vegetable Lumpia Natural Fruit Juice
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September 10, 2021

AM SNACK Pancit with Shanghai Buko Juice	LUNCH Pork Sinigang Fried Chicken Pinakbet Fruit in Season Rice, Soup	PM SNACK Chicken Sandwich with Fries Fruit Juice
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November 12, 2021

AM SNACK Baked Mac with Potato Chips, Buko Juice	LUNCH Chicken Inasal Relyenong Bangus Vegetable Ensalada Fruit in Season Rice, Soup	PM SNACK Ube Ensaymada Vegetable Lumpia Natural Fruit Juice
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