

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2021-01-050

End-user: SLP

Name of Project:

**CATERING SERVICES FOR THE SLP RPMO MONTHLY
MEETINGS**

RFQ No.: 2021-03-224

Date: MAR 08 2021

ABC ₱60,000.00

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 **MAR 12 2021, 12:00NN.**

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 for a period of **120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier**.
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 lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower 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
 - 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.

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Cordillera Administrative Region
 40 North Drive, Baguio City

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	CATERING SERVICES FOR THE SLP RPMO MONTHLY MEETINGS				
	AM Snack (20 pax x 10 months)	200	70.00/ serving		
	Lunch (20 pax x 10 months)	200	160.00/ serving		
	PM Snack (20 pax x 10 months)	200	70.00/ serving		
	See attached Menu for Reference. Date of Monthly Meetings (2021): - March 26 - April 23 - May 28 - June 25 - July 23 - August 27 - September 24 - October 29 - November 26 - December 3				

TOTAL

	OTHER REQUIREMENTS	COMPLIANCE please check (✓) whether can comply or not, no check mark will mean non-compliance		REMARKS
		Can Comply	Cannot Comply	
1	Lunch served with the combination of two viands (1 meat/fish and 1 vegetable), 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.	[]	[]	
4	Service Provider shall be in charge of the collection and disposal of plastic/plates/containers/ utensils.	[]	[]	
5	Mode of payment: Payments will be processed every after each activity	[]	[]	
6	The place of delivery of the goods / services is within Baguio City .	[]	[]	

• 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.

Establishment Name

Signature of

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 Convasser

Menu for the Catering Services of the SLP RPMO Monthly Meetings 2021

2/26/2021		
1 serving Rice cake (diket) with 1 pc boiled Saba, buko juice	Rice and 2 viands: Monggo with meat, fried pork chop, fruit infused juice, 1 pc banana	Large serving of Macaroni Salad with fruit infused juice
3/26/2021		
Arozcaldo, fruit infused juice	Rice and 2 viands: Pork Sinigang, fried tilapia, fruit infused juice, 1 pc banana	Hamburger, fruit infused juice
4/23/2021		
Spaghetti, buko juice	Rice and 2 viands: Chicken Tinola, Pinakbet with meat, fruit infused juice, 1 pc banana	Large Bibingka, fruit infused juice
5/28/2021		
Macaroni soup with egg and vegetables, fruit infused juice	Rice and 2 viands: Fried chicken, Chopsuey with meat, buko juice, 1 pc banana	Chicken Sandwich, fruit infused juice
6/25/2021		
Champorado with french fries, fruit infused juice	Rice and 2 viands: Pork adobo, daing na bangus, 1 pc banana, fruit infused juice	2 pcs large banana and langka turon, fruit infused juice
7/23/2021		
Guinataang bilo-bilo, fruit infused juice	Rice and 2 viands: Nilagang pork, fried tilapia, fruit infused juice, 1 pc banana	Ham sandwich, fruit infused juice
8/27/2021		
Palabok, fruit infused juice	Rice and 2 viands: Patatim with beans, inihaw na talong with tomatoes, fruit infused juice, 1 pc banana	Large Ensaymada, fruit infused juice
9/24/2021		
1 piece cake, fruit infused juice	Rice and 2 viands: Pork menudo, Buttered vegetables with meat, fruit infused juice, 1 pc banana	vegetable salad with hard boiled egg, 1 pc toasted bread, fruit infused juice
10/29/2021		
Pancit palabok, fruit infused juice	Rice and 2 viands: Lechon kawali, ensaladang gulay, Buko juice, 1 pc banana	bibingka, fruit infused juice
11/26/2021		
Guinataang bilo-bilo, fruit infused juice	Rice and 2 viands: Fried chicken, monggo with meat and ampalaya, buko juice, 1 pc banana	large ensaymada, fruit infused juice
12/3/2021		
Pancit miki bihon with meat and vegetables, fruit infused juice	Rice and 2 viands: Fried bangus, Pork sinigang with vegetables, Buko juice, 1 pc banana	Cake roll, fruit infused juice

*** With free flowing coffee/tea, with creamer and sugar in cannisters

***If the suggested menu is not available, please attach your menu for the end users' concurrence

*** All meals should be individually packed to observe health precautions