

REQUEST FOR QUOTATION (RFQ)

PR/PP # 2021-02-076

RFQ No.: 2021-03-252

End-user: RCAT-VAWC

Date: MAR 12 2021

Name of Project:

ABC ₱88,000.00

**CATERING SERVICES FOR THE REGULAR MEETING
AND CONSULTATION OF RCAT-VAWC MEMBERS FOR**

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 16 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 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.

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

REQUEST FOR QUOTATION (RFQ)

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	CATERING SERVICES FOR THE REGULAR MEETING AND CONSULTATION OF RCAT-VAWC MEMBERS FOR CY 2021				
	REGULAR IAC MEETINGS				
	1st Meeting: May 12				
	AM Snack	30	100.00/ serving		
	Lunch	30	300.00/ serving		
	PM Snack	30	100.00/ serving		
	2nd Meeting: September 25				
	AM Snack	30	100.00/ serving		
	Lunch	30	300.00/ serving		
	PM Snack	30	100.00/ serving		
	SUB-COMMITTEE MEETING				
	Advocacy and Prevention (1st Meeting): March 16				
	AM Snack	15	100.00/ serving		
	Lunch	15	300.00/ serving		
	PM Snack	15	100.00/ serving		
	Advocacy and Prevention (1st Meeting): July 24				
	AM Snack	15	100.00/ serving		
	Lunch	15	300.00/ serving		
	PM Snack	15	100.00/ serving		
	Response System/Case Management: June 17				
	AM Snack	15	100.00/ serving		
	Lunch	15	300.00/ serving		
	PM Snack	15	100.00/ serving		
	Cross Cutting Structures and Actions: May 21				
	AM Snack	15	100.00/ serving		
	Lunch	15	300.00/ serving		
	PM Snack	15	100.00/ serving		
	1st TWG Meeting: (Tentative Date) March 12				
	AM Snack	14	100.00/ serving		
	Lunch	14	300.00/ serving		
	PM Snack	14	100.00/ serving		
	2nd TWG Meeting: June 23				
	AM Snack	14	100.00/ serving		
	Lunch	14	300.00/ serving		
	PM Snack	14	100.00/ serving		
	3rd TWG Meeting: August 27				
	AM Snack	14	100.00/ serving		
	Lunch	14	300.00/ serving		
	PM Snack	14	100.00/ serving		
	4th TWG Meeting: October 28				
	AM Snack	14	100.00/ serving		
	Lunch	14	300.00/ serving		
	PM Snack	14	100.00/ serving		
	SEE ATTACHED MENU FOR REFERENCE				
				TOTAL	

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
1	Lunch served with the combination of three viands (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 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

VUB/ bev/baki

PROPOSED MENU

Activity	AM Snack	Lunch	PM Snack
RIAC Meetings			
1 st Meeting	Tuna Sandwich Buko Juice	Steamed Rice 1 Side dish Main Course: Vegetable dish, 1 Meat, 1 fish, Dessert, Juice, Soup	Chicken Sandwich Fruit Juice
2 nd Meeting	Pancit Buko Juice	Steamed Rice 1 Side dish Main Course: Vegetable dish, 1 Meat, 1 fish, Dessert, Juice, Soup	
Advocacy & Prevention Committee Meeting			
1 st Meeting	Chicken Sandwich Fruit Juice	Steamed Rice 1 Side dish Main Course: Vegetable dish, 1 Meat, 1 fish, Dessert, Juice, Soup	
2 nd Meeting	Bilo Bilo Fruit Juice	Steamed Rice 1 Side dish Main Course: Vegetable dish, 1 Meat, 1 fish, Dessert, Juice, Soup	
TWG Meeting			
1 st Meeting	Ginataan Fruit Juice	Steamed Rice 1 Side dish Main Course: Vegetable dish, 1 Meat, 1 fish, Dessert, Juice, Soup	
2 nd Meeting	Fruit Juice Pancit	Steamed Rice 1 Side dish Main Course: Vegetable dish, 1 Meat, 1 fish, Dessert, Juice, Soup	
3 rd Meeting	Fruit Juice Spagetti	Steamed Rice 1 Side dish Main Course: Vegetable dish, 1 Meat, 1 fish, Dessert, Juice, Soup	
Cross Cutting Committee Meeting			
1 st Meeting	Fruit Pie Fruit Juice	Steamed Rice 1 Side dish Main Course: Vegetable dish, 1 Meat, 1 fish, Dessert, Juice, Soup	
2 nd Meeting	Buko Juice Puto Pao	Steamed Rice 1 Side dish Main Course: Vegetable dish, 1 Meat, 1 fish, Dessert, Juice, Soup	

Note:

- Free flowing brewed coffee, hot & cold drinking water, and lemon tea will be provided.
- Dessert: Fruits, Vegetable salad, oatmeal cookies, leche flan, tapioca