

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2021-03-137

End-user: PPPP

Name of Project:

CATERING SERVICES FOR VARIOUS CAPABILITY BUILDING  
ACTIVITIES FOR PANTAWID PAMILYA STAFF IN BAGUIO CITY

RFQ No.: 2021-04-334

Date: APR 06 2021

ABC ₱102,500.00

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](mailto:bacsec.car@dswd.gov.ph) on or before APR 12 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 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](mailto: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	<b>CATERING SERVICES FOR VARIOUS CAPABILITY BUILDING ACTIVITIES FOR PANTAWID PAMILYA STAFF IN BAGUIO CITY</b>				
	<b>A. Group Facilitation Skills Development for Municipal Links - Batch 1 for LMT</b>				
	<b>Day 1: May 11, 2021</b>				
	AM Snacks(Cheesy Baked Mac with Potato Chips, Buko Juice)	5	100.00/serving		
	Lunch (Sinigang na Hipon, Chicken Inasal, Pinakbet, Fruit Salad, Fruit juice)	5	300.00/serving		
	PM Snacks (Bilo-bilo, Turon langka, Buko juice)	5	100.00/serving		
	<b>Day 2: May 12, 2021</b>				
	AM Snacks (Pancit Bihon with 3pcs Shanghai, Buko juice)	5	100.00/serving		
	Lunch (Chicken Barbecue, Adobong Pusit, Stir Fried Beans, Banana, Fruit Juice)	5	300.00/serving		
	PM Snacks (Ube Ensaymada, Camote Cue, Buko juice)	5	100.00/serving		
	<b>Day 3: May 13, 2021</b>				
	AM Snacks (Clubhouse Sandwich with Fries, Fruit juice)	5	100.00/serving		
	Lunch (Pork Steak, Sinigang na Bangus, Chopsuey, Assorted Fruits, Fruit Juice)	5	300.00/serving		
	PM Snacks (Chicken Arrozcaldo, Palitaw, Fruit Juice)	5	100.00/serving		
	<b>B. Group Facilitation Skills Development for Municipal Links - Batch 2 for LMT</b>				
	<b>Day 1: May 15, 2021</b>				
	AM Snacks(Cheesy Baked Mac with Potato Chips, Buko Juice)	5	100.00/serving		
	Lunch (Sinigang na Hipon, Chicken Inasal, Pinakbet, Fruit Salad, Fruit juice)	5	300.00/serving		
	PM Snacks (Bilo-bilo, Turon langka, Buko juice)	5	100.00/serving		
	<b>Day 2: May 26, 2021</b>				
	AM Snacks (Pancit Bihon with 3pcs Shanghai, Buko juice)	5	100.00/serving		
	Lunch (Chicken Barbecue, Adobong Pusit, Stir Fried Beans, Banana, Fruit Juice)	5	300.00/serving		
	PM Snacks (Ube Ensaymada, Camote Cue, Buko juice)	5	100.00/serving		
	<b>Day 3: May 27, 2021</b>				
	AM Snacks (Clubhouse Sandwich with Fries, Fruit juice)	5	100.00/serving		
	Lunch (Pork Steak, Sinigang na Bangus, Chopsuey, Assorted Fruits, Fruit Juice)	5	300.00/serving		
	PM Snacks (Chicken Arrozcaldo, Palitaw, Fruit Juice)	5	100.00/serving		
	<b>C. CAPABILITY BUILDING FOR E-CORE GROUP MEMBERS</b>				
	<b>Day 1: October 13, 2021</b>				
	AM Snacks(Cheesy Baked Mac with Potato Chips, Buko Juice)	40	100.00/serving		
	Lunch (Sinigang na Hipon, Chicken Inasal, Pinakbet, Fruit Salad, Fruit juice)	40	300.00/serving		
	PM Snacks (Bilo-bilo, Turon langka, Buko juice)	40	100.00/serving		
	<b>Day 2: October 14, 2021</b>				
	AM Snacks (Pancit Bihon with 3pcs Shanghai, Buko juice)	40	100.00/serving		
	Lunch (Chicken Barbecue, Adobong Pusit, Stir Fried Beans, Banana, Fruit Juice)	40	300.00/serving		
	PM Snacks (Ube Ensaymada, Camote Cue, Buko juice)	40	100.00/serving		
	<b>Day 3: October 15, 2021</b>				
	AM Snacks (Clubhouse Sandwich with Fries, Fruit juice)	40	100.00/serving		
	Lunch (Pork Steak, Sinigang na Bangus, Chopsuey, Assorted Fruits, Fruit Juice)	40	300.00/serving		
	PM Snacks (Chicken Arrozcaldo, Palitaw, Fruit Juice)	40	100.00/serving		
	<b>D. Computer Skills Enhancement Training for Social Welfare Assistants - Batch 1 for LMT</b>				
	<b>Day 1: June 15, 2021</b>				
	AM Snacks(Cheesy Baked Mac with Potato Chips, Buko Juice)	5	100.00/serving		
	Lunch (Sinigang na Hipon, Chicken Inasal, Pinakbet, Fruit Salad, Fruit juice)	5	300.00/serving		
	PM Snacks (Bilo-bilo, Turon langka, Buko juice)	5	100.00/serving		



	<b>Day 2: June 16, 2021</b>			
	AM Snacks (Pancit Bihon with 3pcs Shanghai, Buko juice)	<b>5</b>	100.00/serving	
	Lunch (Chicken Barbecue, Adobong Pusit, Stir Fried Beans, Banana, Fruit Juice)	<b>5</b>	300.00/serving	
	PM Snacks (Ube Ensaymada, Camote Cue, Buko juice)	<b>5</b>	100.00/serving	
	<b>Day 3: June 17, 2021</b>			
	AM Snacks (Clubhouse Sandwich with Fries, Fruit juice)	<b>5</b>	100.00/serving	
	Lunch (Pork Steak, Sinigang na Bangus, Chopsuey, Assorted Fruits, Fruit Juice)	<b>5</b>	300.00/serving	
	PM Snacks (Chicken Arrozcaldo, Palitaw, Fruit Juice)	<b>5</b>	100.00/serving	
	<b>Day 4: June 17, 2021</b>			
	AM Snacks (Chocolate Cake and Buko Juice)	<b>5</b>	100.00/serving	
	Lunch (Fried Fish, Pork Sinigang, Steamed Vegetables, Banana, Fruit Juice)	<b>5</b>	300.00/serving	
	PM Snacks (Sliced Pizza, Potato Chips, Fruit Juice)	<b>5</b>	100.00/serving	
	<b>E. Computer Skills Enhancement Training for Social Welfare Assistants - Batch 2 for LMT</b>			
	<b>Day 1: June 22, 2021</b>			
	AM Snacks (Cheesy Baked Mac with Potato Chips, Buko Juice)	<b>5</b>	100.00/serving	
	Lunch (Sinigang na Hipon, Chicken Inasal, Pinakbet, Fruit Salad, Fruit juice)	<b>5</b>	300.00/serving	
	PM Snacks (Bilo-bilo, Turon langka, Buko juice)	<b>5</b>	100.00/serving	
	<b>Day 2: June 23, 2021</b>			
	AM Snacks (Pancit Bihon with 3pcs Shanghai, Buko juice)	<b>5</b>	100.00/serving	
	Lunch (Chicken Barbecue, Adobong Pusit, Stir Fried Beans, Banana, Fruit Juice)	<b>5</b>	300.00/serving	
	PM Snacks (Ube Ensaymada, Camote Cue, Buko juice)	<b>5</b>	100.00/serving	
	<b>Day 3: June 24, 2021</b>			
	AM Snacks (Clubhouse Sandwich with Fries, Fruit juice)	<b>5</b>	100.00/serving	
	Lunch (Pork Steak, Sinigang na Bangus, Chopsuey, Assorted Fruits, Fruit Juice)	<b>5</b>	300.00/serving	
	PM Snacks (Chicken Arrozcaldo, Palitaw, Fruit Juice)	<b>5</b>	100.00/serving	
	<b>Day 4: June 25, 2021</b>			
	AM Snacks (Chicken Arrozcaldo, Camote Cue, Buko Juice)	<b>5</b>	100.00/serving	
	Lunch (Adobong Manok, Grilled Fish, Stir Fried Beans, Banana, Fruit Juice)	<b>5</b>	300.00/serving	
	PM Snacks (Vegetable Lumpia, Palitaw, Buko Juice)	<b>5</b>	100.00/serving	
	<b>F. Multi-disciplinary Case Management Training for Pantawid Pamilya Case Managers</b>			
	<b>Day 1: July 14, 2021</b>			
	AM Snacks (Cheesy Baked Mac with Potato Chips, Buko Juice)	<b>5</b>	100.00/serving	
	Lunch (Sinigang na Hipon, Chicken Inasal, Pinakbet, Fruit Salad, Fruit juice)	<b>5</b>	300.00/serving	
	PM Snacks (Bilo-bilo, Turon langka, Buko juice)	<b>5</b>	100.00/serving	
	<b>Day 2: July 15, 2021</b>			
	AM Snacks (Pancit Bihon with 3pcs Shanghai, Buko juice)	<b>5</b>	100.00/serving	
	Lunch (Chicken Barbecue, Adobong Pusit, Stir Fried Beans, Banana, Fruit Juice)	<b>5</b>	300.00/serving	
	PM Snacks (Ube Ensaymada, Camote Cue, Buko juice)	<b>5</b>	100.00/serving	

Day 3: July 16, 2021			
AM Snacks (Clubhouse Sandwich with Fries, Fruit juice)	5	100.00/serving	
Lunch (Pork Steak, Sinigang na Bangus, Chopsuey, Assorted Fruits, Fruit Juice)	5	300.00/serving	
PM Snacks (Chicken Arrozcaldo, Palitaw, Fruit Juice)	5	100.00/serving	

**TOTAL**

A	OTHER REQUIREMENTS	COMPLIANCE <i>please check ( ✓ ) whether can comply or not, no check mark will mean non-compliance</i>		REMARKS
		Can Comply	Cannot Comply	
	<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	[ ]	[ ]	
9	The place of delivery of the goods / services is within <b>BAGUIO CITY</b> .	[ ]	[ ]	

• Award shall be made per:

x 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: \_\_\_\_\_

Establishment 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

 VCB/ beu