
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 for Sadanga KALAHYAN CIDSS KKB Balik Probinsya Bagong Pag-Asa Program (BP2P) Disaster Response Operations Modality (DROM) for CY 2021

RFQ No. 2021-12-1096

Deadline of Submission: Dec. 21, 2021 12:00 NN

For questions/clarifications, you may contact us at:

DSWD-CAR Address: 40 North Drive, Baguio City

Telephone: (074) 661-0430 local 25025

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.: 2021-11-647

End-user: KALAHI

Name of Project:

RFQ No.: 2021-12-1096

Date:

ABC

DEC 15 2021

₱652,000.00

CATERING SERVICES FOR SADANGA KALAHI CIDSS KKB Balik Probinsya Bagong Pag-Asa
Program (BP2P) Disaster Response Operations Modality (DROM) for CY 2021

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 DEC 21 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)
 - o Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).
 - o Official Receipt issued by BIR(a mere picture of the receipt can suffice)
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 Omnibus Sworn Statement prior to issuance of Award / Purchase Order with ABC amounting to P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement.
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
	CATERING SERVICES FOR SADANGA_KALAHI CIDSS KKB Balik Probinsya Bagong Pag-Asa Program (BP2P) Disaster Response Operations Modality (DROM) for CY 2021				
	Procurement Training				
1	Batch 1				
	Tentative Date: December 19, 2021				
	AM Snack	53	100.00/serving		
	Lunch	53	300.00/serving		
	PM Snack	53	100.00/serving		
				Sub-total	
2	Batch 2				
	Tentative Date: December 20, 2021				
	AM Snack	53	100.00/serving		
	Lunch	53	300.00/serving		
	PM Snack	53	100.00/serving		
				Sub-total	
3	Batch 3				
	Tentative Date: December 23, 2021				
	AM Snack	37	100.00/serving		
	Lunch	37	300.00/serving		
	PM Snack	37	100.00/serving		
				Sub-total	
	Pre-Implementation Workshop				
4	Anabel				
	Tentative Date: within January 04 - 14, 2022				
	AM Snack	30	100.00/serving		
	Lunch	30	300.00/serving		
	PM Snack	30	100.00/serving		
				Sub-total	
5	Bekigan				
	Tentative Date: within January 04 - 14, 2022				
	AM Snack	30	100.00/serving		
	Lunch	30	300.00/serving		
	PM Snack	30	100.00/serving		
				Sub-total	
6	Belwang				
	Tentative Date: within January 04 - 14, 2022				
	AM Snack	30	100.00/serving		
	Lunch	30	300.00/serving		
	PM Snack	30	100.00/serving		
				Sub-total	
7	Betwagan				
	Tentative Date: within January 04 - 14, 2022				
	AM Snack	30	100.00/serving		
	Lunch	30	300.00/serving		
	PM Snack	30	100.00/serving		
				Sub-total	
8	Demang				
	Tentative Date: within January 04 - 14, 2022				
	AM Snack	30	100.00/serving		
	Lunch	30	300.00/serving		
	PM Snack	30	100.00/serving		
				Sub-total	
9	Poblacion				
	Tentative Date: within January 04 - 14, 2022				
	AM Snack	30	100.00/serving		
	Lunch	30	300.00/serving		
	PM Snack	30	100.00/serving		
				Sub-total	

10	Sacasacan				
	Tentative Date: within January 04 - 14, 2022				
	AM Snack	30	100.00/serving		
	Lunch	30	300.00/serving		
	PM Snack	30	100.00/serving		
					Sub-total
11	Saclit				
	Tentative Date: within January 04 - 14, 2022				
	AM Snack	30	100.00/serving		
	Lunch	30	300.00/serving		
	PM Snack	30	100.00/serving		
					Sub-total
	Finance Training				
12	Batch 1				
	Tentative Date: January 19, 2022				
	AM Snack	38	100.00/serving		
	Lunch	38	300.00/serving		
	PM Snack	38	100.00/serving		
					Sub-total
13	Batch 2				
	Tentative Date: January 20, 2022				
	AM Snack	38	100.00/serving		
	Lunch	38	300.00/serving		
	PM Snack	38	100.00/serving		
					Sub-total
14	Batch 3				
	Tentative Date: January 21, 2022				
	AM Snack	27	100.00/serving		
	Lunch	27	300.00/serving		
	PM Snack	27	100.00/serving		
					Sub-total
	Audit and Inventory Training				
15	Batch 1				
	Tentative Date: February 3, 2022				
	AM Snack	41	100.00/serving		
	Lunch	41	300.00/serving		
	PM Snack	41	100.00/serving		
					Sub-total
16	Batch 2				
	Tentative Date: February 4, 2022				
	AM Snack	41	100.00/serving		
	Lunch	41	300.00/serving		
	PM Snack	41	100.00/serving		
					Sub-total
17	Municipal Fiduciary Workshop				
	Tentative Date: February 25, 2022				
	AM Snack	45	100.00/serving		
	Lunch	45	300.00/serving		
	PM Snack	45	100.00/serving		
					Sub-total
	Barangay Accountability Reporting				
18	Anabel				
	Tentative Date: within March 04-10, 2022				
	AM Snack	25	100.00/serving		
	Lunch	25	300.00/serving		
	PM Snack	25	100.00/serving		
					Sub-total
19	Bekigan				
	Tentative Date: within March 04-10, 2022				
	AM Snack	25	100.00/serving		
	Lunch	25	300.00/serving		
	PM Snack	25	100.00/serving		
					Sub-total

20	Belwang				
	Tentative Date: within March 04-10, 2022				
	AM Snack	25	100.00/serving		
	Lunch	25	300.00/serving		
	PM Snack	25	100.00/serving		
					Sub-total
21	Betwagan				
	Tentative Date: within March 04-10, 2022				
	AM Snack	25	100.00/serving		
	Lunch	25	300.00/serving		
	PM Snack	25	100.00/serving		
					Sub-total
22	Demang				
	Tentative Date: within March 04-10, 2022				
	AM Snack	25	100.00/serving		
	Lunch	25	300.00/serving		
	PM Snack	25	100.00/serving		
					Sub-total
23	Poblacion				
	Tentative Date: within March 04-10, 2022				
	AM Snack	25	100.00/serving		
	Lunch	25	300.00/serving		
	PM Snack	25	100.00/serving		
					Sub-total
24	Sacasacan				
	Tentative Date: within March 04-10, 2022				
	AM Snack	25	100.00/serving		
	Lunch	25	300.00/serving		
	PM Snack	25	100.00/serving		
					Sub-total
25	Saclit				
	Tentative Date: within March 04-10, 2022				
	AM Snack	25	100.00/serving		
	Lunch	25	300.00/serving		
	PM Snack	25	100.00/serving		
					Sub-total
26	Municipal Accountability Reporting				
	Tentative Date: March 11, 2022				
	AM Snack	81	100.00/serving		
	Lunch	81	300.00/serving		
	PM Snack	81	100.00/serving		
					Sub-total
27	Operation and Maintenance Training for O and M Groups				
	Day 1				
	Tentative Date: February 09, 2022				
	AM Snack	54	100.00/serving		
	Lunch	54	300.00/serving		
	PM Snack	54	100.00/serving		
	Day 2				
	Tentative Date: February 10, 2022				
	AM Snack	54	100.00/serving		
	Lunch	54	300.00/serving		
	PM Snack	54	100.00/serving		
	Day 3				
	Tentative Date: February 11, 2022				
	AM Snack	54	100.00/serving		
	Lunch	54	300.00/serving		
	PM Snack	54	100.00/serving		
					Sub-total
28	Minutes Taking Training				
	Day 1				
	Tentative Date: March 24, 2022				
	AM Snack	51	100.00/serving		
	Lunch	51	300.00/serving		
	PM Snack	51	100.00/serving		

	Day 2				
	Tentative Date: March 25, 2022				
	AM Snack	51	100.00/serving		
	Lunch	51	300.00/serving		
	PM Snack	51	100.00/serving		
				Sub-total	
29	Grievance Redress System Training				
	Day 1				
	Tentative Date: April 1, 2022				
	AM Snack	43	100.00/serving		
	Lunch	43	300.00/serving		
	PM Snack	43	100.00/serving		
	Day 2				
	Tentative Date: April 2, 2022				
	AM Snack	43	100.00/serving		
	Lunch	43	300.00/serving		
	PM Snack	43	100.00/serving		
				Sub-total	
30	ACT and MCT Monthly Meeting				
	Day 1				
	Tentative Dates: December 29, 2021, January 28, 2022, February 25, 2022, March 11, 2022				
	AM Snack	60	100.00/serving		
	Lunch	60	300.00/serving		
	PM Snack	60	100.00/serving		
				Sub-total	
TOTAL					
OTHER REQUIREMENTS			COMPLIANCE <small>(please check (✓) whether can comply or not, no check mark will mean non-compliance)</small>		REMARKS
			Can Comply	Cannot Comply	
A. Food station must be manned by restaurant crew or personnel and meals and snacks should be individually packed using biodegradable packaging materials.			[]	[]	
B. Lunch served with the combination of three viands (2 meats/fish and 1 vegetable). AM and PM snacks are preferably indigenous or healthy snacks with a glass of coconut water or natural fruit infused juice. If indicated Menu is not available, please attach proposed menu with serving details to be concurred by the end-user <i>Note:</i> a) creamer, sugar, and the like are preferred to be in a canister rather than in sachet to comply with green procurement b.) Portioning or serving of meals is based on standard and applicable food measurement (e.g. bowl of bilo-bilo or 2 pcs of suman with 1 slice of riped mango) * Offered Menu to be concurred by the End User			[]	[]	
C. Inclusive of free flowing coffee/lemon grass tea and mineral water			[]	[]	
D. Service Provider shall be in charge of the collection and disposal of plastic/plates/containers/ utensils.			[]	[]	
E. Charges of meals/snacks will be based on the guaranteed number of participants to be coordinated at least 2 days before the date of each activity.			[]	[]	
F. The place of delivery of the goods / services is within SADANGA, MT. PROVINCE			[]	[]	

• 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: _____

Name and Signature of Convasser

PhilGEPS Registration Number: _____