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

RFQ No. 2021-12-1100

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

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.: 2021-11-648

End-user: KALAHI

Name of Project:

RFQ No.: 2021-12-1100

Date: DEC 15 2021


ABC ₱795,900.00

CATERING SERVICES FOR BUCAY 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)
 - c. Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).
 - d. 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 BUCAY_KALAHI CIDSS KKB Balik Probinsya Bagong Pag-Asa Program (BP2P) Disaster Response Operations Modality (DROM) for CY 2021				
	Project/Proposal Development Workshop				
1	Batch 1				
	Tentative Date: December 13-14, 2021				
	AM Snack	50	80.00/serving		
	Lunch	50	190.00/serving		
	PM Snack	50	80.00/serving		
				Sub-total	
2	Batch 2				
	Tentative Date: December 13-14, 2021				
	AM Snack	50	80.00/serving		
	Lunch	50	190.00/serving		
	PM Snack	50	80.00/serving		
				Sub-total	
3	Batch 3				
	Tentative Date: December 16-17, 2021				
	AM Snack	51	80.00/serving		
	Lunch	51	190.00/serving		
	PM Snack	51	80.00/serving		
				Sub-total	
4	MIAC TECHNICAL REVIEW				
	Tentative Date: December 29, 2021				
	AM Snack	79	80.00/serving		
	Lunch	79	180.00/serving		
	PM Snack	79	80.00/serving		
				Sub-total	
	Procurement Training				
5	Batch 1				
	Tentative Date: January 06, 2022				
	AM Snack	65	80.00/serving		
	Lunch	65	190.00/serving		
	PM Snack	65	80.00/serving		
				Sub-total	
6	Batch 2				
	Tentative Date: January 06, 2022				
	AM Snack	65	80.00/serving		
	Lunch	65	190.00/serving		
	PM Snack	65	80.00/serving		
				Sub-total	
7	Batch 3				
	Tentative Date: January 07, 2022				
	AM Snack	65	80.00/serving		
	Lunch	65	190.00/serving		
	PM Snack	65	80.00/serving		
				Sub-total	
8	Batch 4				
	Tentative Date: January 07, 2022				
	AM Snack	65	80.00/serving		
	Lunch	65	190.00/serving		
	PM Snack	65	80.00/serving		
				Sub-total	
9	Batch 5				
	Tentative Date: within January 04 - 14, 2022				
	AM Snack	77	80.00/serving		
	Lunch	77	190.00/serving		
	PM Snack	77	80.00/serving		
				Sub-total	

10	Pre-Implementation Workshop				
	Tentative Date: within January 12-14, 2022				
	AM Snack (20 servings/barangay x 21 barangays)	420	80.00/serving		
	Lunch (20 servings/barangay x 21 barangays)	420	180.00/serving		
	PM Snack (20 servings/barangay x 21 barangays)	420	80.00/serving		
					Sub-total
	Finance Training				
11	Batch 1				
	Tentative Date: January 20, 2022				
	AM Snack	55	80.00/serving		
	Lunch	55	190.00/serving		
	PM Snack	55	80.00/serving		
					Sub-total
12	Batch 2				
	Tentative Date: January 20, 2022				
	AM Snack	55	80.00/serving		
	Lunch	55	190.00/serving		
	PM Snack	55	80.00/serving		
					Sub-total
13	Batch 3				
	Tentative Date: January 21, 2022				
	AM Snack	55	80.00/serving		
	Lunch	55	190.00/serving		
	PM Snack	55	80.00/serving		
					Sub-total
14	Batch 4				
	Tentative Date: January 21, 2022				
	AM Snack	65	80.00/serving		
	Lunch	65	190.00/serving		
	PM Snack	65	80.00/serving		
					Sub-total
	Audit and Inventory Training				
15	Batch 1				
	Tentative Date: January 27, 2022				
	AM Snack	55	80.00/serving		
	Lunch	55	190.00/serving		
	PM Snack	55	80.00/serving		
					Sub-total
16	Batch 2				
	Tentative Date: January 27, 2022				
	AM Snack	55	80.00/serving		
	Lunch	55	190.00/serving		
	PM Snack	55	80.00/serving		
					Sub-total
17	Batch 3				
	Tentative Date: January 28, 2022				
	AM Snack	55	80.00/serving		
	Lunch	55	190.00/serving		
	PM Snack	55	80.00/serving		
					Sub-total
18	Batch 4				
	Tentative Date: January 28, 2022				
	AM Snack	65	80.00/serving		
	Lunch	65	190.00/serving		
	PM Snack	65	80.00/serving		
					Sub-total
	Operations and Maintenance Training				
19	Batch 1				
	Tentative Date: February 03, 2022				
	AM Snack	49	80.00/serving		
	Lunch	49	190.00/serving		
	PM Snack	49	80.00/serving		
					Sub-total

20	Batch 2				
	Tentative Date: February 03, 2022				
	AM Snack	49	80.00/serving		
	Lunch	49	190.00/serving		
	PM Snack	49	80.00/serving		
				Sub-total	
21	Batch 3				
	Tentative Date: February 04, 2022				
	AM Snack	49	80.00/serving		
	Lunch	49	190.00/serving		
	PM Snack	49	80.00/serving		
				Sub-total	
22	Batch 4				
	Tentative Date: February 04, 2022				
	AM Snack	58	80.00/serving		
	Lunch	58	190.00/serving		
	PM Snack	58	80.00/serving		
				Sub-total	
Municipal Fiduciary Workshop					
23	Batch 1				
	Tentative Date: February 09, 2022				
	AM Snack	60	80.00/serving		
	Lunch	60	180.00/serving		
	PM Snack	60	80.00/serving		
				Sub-total	
24	Batch 2				
	Tentative Date: February 09, 2022				
	AM Snack	55	80.00/serving		
	Lunch	55	180.00/serving		
	PM Snack	55	80.00/serving		
				Sub-total	
Barangay Accountability Reporting					
25	Batch 1				
	Tentative Date: within Feb. 10-12, 2022				
	AM Snack (21servings/barangay x 21 barangays)	441	80.00/serving		
	Lunch (21servings/barangay x 21 barangays)	441	190.00/serving		
	PM Snack (21servings/barangay x 21 barangays)	441	80.00/serving		
				Sub-total	
26	Batch 2				
	Tentative Date: February 16, 2022				
	AM Snack	86	80.00/serving		
	Lunch	86	180.00/serving		
	PM Snack	86	80.00/serving		
				Sub-total	
TOTAL					
OTHER REQUIREMENTS			COMPLIANCE (please check (✓) whether can comply or not, no check mark will mean non-compliance)		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 two viands (1 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 Note: 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 BUCAY, ABRA	[]	[]	

• 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: _____

PhilGEPS Registration Number: _____

Name and Signature of Canvasser