

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2021-09-004(2022 NEP)  
End-user: PS  
Name of Project:

RFQ No.: 2022-01-005  
Date: JAN 03 2022  
ABC ₱114,000.00

**CATERING SERVICES FOR THE INSTITUTIONAL DEVELOPMENT ACTIVITIES FOR THE  
DSWD-CAR PROCUREMENT PRACTITIONERS FOR CY 2022**

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 **JAN 07 2022, 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](mailto: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 INSTITUTIONAL DEVELOPMENT ACTIVITIES FOR THE DSWD-CAR PROCUREMENT PRACTITIONERS FOR CY 2022				
	<b>1. CONDUCT OF BAC MEETINGS</b>				
	AM Snack/PM Snack for 15 pax x 36 meetings	540	100.00/serving		
	<b>2. SUPPLIERS' FORUM</b> TENTATIVE DATE: FEBRUARY 17-18, 2022				
	<b>1st DAY</b>				
	Batch 1: AM Snack	30	100.00/serving		
	Lunch	30	300.00/serving		
	Batch 2: PM Snack	30	100.00/serving		
	<b>2nd DAY</b>				
	Batch 3: AM Snack	30	100.00/serving		
	Lunch	30	300.00/serving		
	Batch 4: PM Snack	30	100.00/serving		
	<b>3. ORIENTATION OF CANVASSERS</b> TENTATIVE DATE: FEBRUARY 24-25, 2022				
	<b>1st DAY</b>				
	Batch 1: AM Snack	30	100.00/serving		
	Lunch	30	300.00/serving		
	Batch 2: PM Snack	30	100.00/serving		
	<b>2nd DAY</b>				
	Batch 3: AM Snack	30	100.00/serving		
	Lunch	30	300.00/serving		
	Batch 4: PM Snack	30	100.00/serving		
	<b>TOTAL</b>				
	<i>OTHER REQUIREMENTS</i>				
			<b>COMPLIANCE</b> (please check ( ✓ ) whether can comply or not, no check mark will mean non-compliance)		
			<b>Can Comply</b>	<b>Cannot Comply</b>	<b>REMARKS</b>
	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 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. The place of delivery of the goods / services is within DSWD TRAINING CENTER, BAGUIO CITY		[ ]	[ ]	
	<b>PAYMENT SHALL BE MADE EVERY AFTER CONDUCT OF THE ACTIVITY</b>				

• 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 Canvasser

PhilGEPS Registration Number: \_\_\_\_\_

