

REQUEST FOR QUOTATION (RFQ)

RFQ No.: 2021-09-062 (2022 NEP) & 2021-09-069 (2022 NEP)

RFQ No.: 2022-01-013

End-user: SS/HRMPSC

Date: JAN 03 2022

Name of Project:

ABC ₱64,800.00

CATERING SERVICES FOR THE STANDARDS SECTION IDGBA FOR CY 2022 &

HRMPSB/HRMPSC AND RPMT QUARTERLY MEETING CY 2022 AND TECHNICAL SESSION

WITH CSC RELATIVE TO PRIME-HRM CY 2022

Sir/Madam:

Mode of Procurement:

SMALL VALUE PROCUREMENT

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 bassec.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)
 - 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 bassec.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 STANDARDS SECTION (CSBA FOR CY 2022 & HRMPSB/HRMSPC AND RPMT QUARTERLY MEETING CY 2022 AND TECHNICAL SESSION WITH CSC RELATIVE TO PRIME-HRM CY 2022				
	1. FIELD OFFICE REVIEW COMMITTEE (FORG) MEETING				
	1ST QUARTER: TENTATIVE DATE: MARCH 3, 2022				
	AM/ Snack	15	100.00/serving		
	Lunch	15	300.00/serving		
	PM/ Snack	15	100.00/serving		
	2ND QUARTER: TENTATIVE DATE: JUNE 2, 2022				
	AM/ Snack	15	100.00/serving		
	Lunch	15	300.00/serving		
	PM/ Snack	15	100.00/serving		
	3RD QUARTER: TENTATIVE DATE: SEPTEMBER 8, 2022				
	AM/ Snack	15	100.00/serving		
	Lunch	15	300.00/serving		
	PM/ Snack	15	100.00/serving		
	4TH QUARTER: TENTATIVE DATE: NOVEMBER 4, 2022				
	AM/ Snack	15	100.00/serving		
	Lunch	15	300.00/serving		
	PM/ Snack	15	100.00/serving		
	2. HRMPSB/HRMSPC QUARTERLY MEETING				
	1ST QUARTER: TENTATIVE DATE: FEBRUARY 17, 2022				
AM/ or PM/ Snack	55	100.00/serving			
2ND QUARTER: TENTATIVE DATE: MAY 19, 2022					
AM/ or PM/ Snack	55	100.00/serving			
3RD QUARTER: TENTATIVE DATE: AUGUST 18, 2022					
AM/ or PM/ Snack	55	100.00/serving			
4TH QUARTER: TENTATIVE DATE: NOVEMBER 17, 2022					
AM/ or PM/ Snack	55	100.00/serving			
3. RPMT QUARTERLY MEETING					
1ST QUARTER: TENTATIVE DATE: FEBRUARY 17, 2022					
AM/ or PM/ Snack	20	100.00/serving			
2ND QUARTER: TENTATIVE DATE: MAY 19, 2022					
AM/ or PM/ Snack	20	100.00/serving			
3RD QUARTER: TENTATIVE DATE: AUGUST 18, 2022					
AM/ or PM/ Snack	20	100.00/serving			
4TH QUARTER: TENTATIVE DATE: NOVEMBER 17, 2022					
AM/ or PM/ Snack	20	100.00/serving			
4. TECHNICAL SESSION WITH THE CIVIL SERVICE COMMISSION (CSC) RELATIVE TO PRIME HRM					
1ST QUARTER: TENTATIVE DATE: FEBRUARY 24, 2022					
AM/ or PM/ Snack	12	100.00/serving			
2ND QUARTER: TENTATIVE DATE: MAY 27, 2022					
AM/ or PM/ Snack	12	100.00/serving			
3RD QUARTER: TENTATIVE DATE: AUGUST 26, 2022					
AM/ or PM/ Snack	12	100.00/serving			
4TH QUARTER: TENTATIVE DATE: NOVEMBER 25, 2022					
AM/ or PM/ Snack	12	100.00/serving			
	TOTAL				

	COMPLIANCE		REMARKS
	Can Comply	Cannot Comply	
OTHER REQUIREMENTS			
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 of 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 BAGUIO CITY	[]	[]	
PAYMENT SHALL BE MADE EVERY AFTER CONDUCT OF THE ACTIVITY			
<input checked="" type="checkbox"/> Lot basis <input type="checkbox"/> 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



vub/da