

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Cordillera Administrative Region
40 North Drive, Baguio City

REQUEST FOR QUOTATION (RFQ)

R/PP No.: 2022-01-008/2021-09-063(2022 NEP)

and-user: PPPP/SLP

Name of Project:

**CATERING SERVICES FOR PAC, CSO,
STAKEHOLDERS MEETING AND SLP KUMUSTAHAN
IN KALINGA**

RFQ No.: 2022-02-085

Date: FEB 08 2022

ABC ₱104,500.00

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 on or before FEB 14 2022, 12:00NN.

ENRIQUE F. 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).**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the
10. Suppliers/Contractors who **refuse to accept correction of price offer** after Bid Evaluation may 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
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	CATERING SERVICES FOR PAC, CSO, STAKEHOLDERS MEETING AND SLP KUMUSTAHAN IN KALINGA				
	A. PROVINCIAL ADVISORY COUNCIL (PAC) MEETING				
	First Meeting: May 19, 2022				
	AM Snack	25	100.00/ serving		
	Lunch	25	300.00/ serving		
	Second Meeting: October 12, 2022				
	AM Snack	25	100.00/ serving		
	Lunch	25	300.00/ serving		
	B. PROVINCIAL CIVIL SOCIETY ORGANIZATION (CSO) MEETING				
	First Meeting: May 10, 2022				
	AM Snack	25	100.00/ serving		
	Lunch	25	300.00/ serving		
	Second Meeting: October 05, 2022				
	AM Snack	25	100.00/ serving		
	Lunch	25	300.00/ serving		
	C. STAKEHOLDER'S CONSULTATION ON THE EVALUATION ON THE PROVISION OF INTERVENTION TO CONSISTENT NON-COMPLIANT BENEFICIARIES				
	July 20, 2022				
	AM Snack	45	100.00/ serving		
	Lunch	45	300.00/ serving		
	D. STAKEHOLDER'S CONSULTATION ON PANTAWID PAMILYANG PILIPINO PROGRAM IMPLEMENTATION				
	August 16, 2022				
	AM Snack	55	100.00/ serving		
	Lunch	55	300.00/ serving		
	E. SLP PROVINCIAL KUMUSTAHAN IN KALINGA				
	MAY 6,2022				
	Breakfast	35	250.00/ serving		
	AM Snack	35	100.00/ serving		
	Lunch	35	250.00/ serving		
	PM Snack	35	100.00/ serving		

TOTAL

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
A	CATERING			
	A. Food station must be manned by restaurant crew or personnel and meals and snacks should be individually packed using biodegradable packaging materials.	[]	[]	

<p>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</p> <p>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</p>	[]	[]	
<p>C. Inclusive of free flowing coffee/lemon grass tea and mineral water</p>	[]	[]	
<p>D. Service Provider shall be in charge of the collection and disposal of plastic/plates/containers/ utensils.</p>			
<p>E. The place of delivery of the goods / services is within KALINGA.</p>	[]	[]	

• Award shall be made per:

Item Basis

Lot Basis

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.

ir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Establishment Name

Signature of supplier/representative

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

U/S/ bev

