



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**

**REQUEST FOR QUOTATION**

Date: 08 May 2024  
 RFQ No.: 021-2024

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number **(required)**: \_\_\_\_\_

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure **Procurement of Catering Services (AM Snacks, PM Snacks and Lunch)** through **Section 53.9 Negotiated Procurement – Small Value Procurement** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **12:00 PM of 13 May 2024**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

**ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG**

*Chairperson, Bids and Awards Committee*

GPPB-TSO Building, Commonwealth Avenue, UP Diliman Campus, Quezon City

Telephone No.: (+632) 5322-6222 (BAC)

Email: [bacsec@gppb.gov.ph](mailto:bacsec@gppb.gov.ph)

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Mayor's Permit**
- b. **Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- c. **Income/ Business Tax Return**

The Head of the Procuring Entity (HoPE) of the GPPB-TSO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the BAC Secretariat at (+632) 5322-6222 (BAC) or send email to [bacsec@gppb.gov.ph](mailto:bacsec@gppb.gov.ph).

*By the Authority of the Bids and Awards Committee:*

**MARIA LORA T. ALVAREZ-HORTILLAS**

*Vice Chairperson*

### **INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.  
  
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.  
  
In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at [bacsec@gppb.gov.ph](mailto:bacsec@gppb.gov.ph).
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

### **TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**

11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Procurement of Catering Services (AM Snacks, PM Snacks and Lunch)</b>			
<b>Minimum Technical Specifications</b>	<b>Quantity</b>	<b>Offered Technical Specification/ Service</b>	<b>Statement of Compliance ("Comply" or "Not Comply")</b>
Note: Non-compliance with the minimum required specifications shall be rejected.			
<b>Procurement of Catering Services (AM Snacks, PM Snacks and Lunch)</b>			
This procurement is for various training and consultation activities. Exact dates and number of participants per activity will be confirmed within three (3) to five (5) calendar days before the activity.			
Requirements:			
a) Meals (no pork) composed of the following: <ol style="list-style-type: none"> <li>a.1. AM Snacks (882 snacks)</li> <li>a.2. PM Snacks (938 snacks)</li> <li>a.3. Lunch (938 meals)</li> <li>a.4. Dinner (230 meals)               <ol style="list-style-type: none"> <li>1. AM and PM Snacks (no pork), composed of the following:                   <ol style="list-style-type: none"> <li>i. Sandwich, burger, chips, pasta, or combination thereof</li> <li>ii. Iced Tea/ Juice</li> </ol> </li> <li>2. Buffet Lunch and Dinner, composed of the following:                   <ol style="list-style-type: none"> <li>i. Salad/Soup</li> <li>ii. Main course (no pork)                       <ol style="list-style-type: none"> <li>- Two (2) dishes (Chicken, Beef, and/or Seafood variants)</li> <li>- and one (1) Variant of Vegetables</li> </ol> </li> <li>iii. Rice</li> <li>iv. Dessert</li> </ol> </li> </ol> </li> </ol>			

3. Drinks (At least one (1) round of Iced Tea/ Juice per meal)			
b) Freshly cooked and prepared on the day of the activity			
c) Must include free-flowing brewed tea with tea cups, coffee with coffee cups and stirrer			
d) Must use eco-friendly packaging and/or utensils			
e) Must provide buffet table and cover, as necessary			
f) Must have to-go packaging materials ready			
g) Catering service must be engaged in catering business for at least one (1) year			
h) Must have at least two (2) servers in uniform for meal distribution			
i) Menu must be provided via email within three (3) calendar days from receipt of Purchase Order			
j) Caterer must conduct ocular activities in the venue and provide free taste at least one week before the event			
k) Billing statement shall be provided on a per event basis			
<b>Payment Terms:</b> The GPPB-TSO shall pay the service provider the actual amount net of taxes in a send bill arrangement. Payment shall be made within thirty (30) calendar days from the submission of billing statement.			
*****nothing follows*****			

**FINANCIAL OFFER:**

**Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name (should be the exact account name as registered in the bank):  
\_\_\_\_\_

Bank Branch: \_\_\_\_\_

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

<b>Procurement of Catering Services (AM Snacks, PM Snacks and Lunch)</b>			
<b>Approved Budget for the Contract: Seven Hundred Forty Thousand Four Hundred Pesos (PhP740,400.00)</b>			
<b>Items</b>	<b>Quantity (A)</b>	<b>Offered Unit Price per Meal (B)</b>	<b>Total Offered Unit Price per Meal (A x B)</b>
<b>AM Snacks</b>	<b>882</b>		
<b>Lunch</b>	<b>938</b>		
<b>PM Snacks</b>	<b>938</b>		
<b>Dinner</b>	<b>230</b>		
<b>Total Offered Quotation (Inclusive of VAT)</b>			

<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation (Inclusive of VAT)</b>
<b>Seven Hundred Forty Thousand Four Hundred Pesos (PhP740,400.00)</b>	<b>In words:</b>
	<b>In figures:</b>

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es