



REPUBLIC OF THE PHILIPPINES  
**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**  
*Tanggapang Pampanguluhan sa Operasyong Komunikasyon*  
*Ermita, City of Manila*

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Date : 11 March 2022

RFQ No. : 2023-03-011

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
TIN : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The **Presidential Communications Operations Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Small Value Procurement under Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Catering Service for the Workshop on the Preparation of Documents for the PCOO New Administration Continuity Handover (PCOO NACHo) on 21 to 23 March 2022**, with an Approved Budget for the Contract in the amount of **One Hundred Six Thousand Seven Hundred Pesos (PHP 106,700.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Kindly submit this RFQ, duly accomplished and signed by you or your duly authorized representative **not later than 15 March 2022 at 8:00AM**.

Apart from your PhilGEPS registration number, a copy of the following documentary requirements must be submitted as part of your quotation:

1. Valid Mayor's/Business Permit (for recently expired permit, please attach a copy the Official Receipt as proof of renewal.);
2. Latest Income/Business Tax Return; and
3. Omnibus Sworn Statement (*template attached hereto as Annex "A".*)

For validation purposes, **kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard**. Lastly, please be informed that submission of a copy of **BIR 2303** shall be required from the winning supplier prior to processing of payment.

For any clarification, you may contact us via email at [bac1@pcoo.gov.ph](mailto:bac1@pcoo.gov.ph)

*Original Signed*  
**JOY MARIE P. PALOMA**  
Member, BAC Secretariat

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

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

<b>Catering Service for the Workshop on the Preparation of Documents for the PCOO New Administration Continuity Handover (PCOO NACHo) on 21 to 23 March 2022</b> <small>Important Note: State "Comply" in the column "Statement of Compliance" against each of the individual parameters of the each "Specifications".</small>	
<b>Technical Specifications</b>	<b>Statement of Compliance</b>
<b>21 March 2022 (DAY 1)</b> <b>Breakfast</b> Pastry or sandwich  <b>Lunch</b> 1 viand (Beef, Fish, or Chicken) Vegetable Rice Dessert Juice  <b>PM Snack</b> Pastry or sandwich	
<b>22 March 2022 (DAY 2)</b>  <b>Breakfast</b> Pastry or sandwich  <b>Lunch</b> 1 viand (Beef, Fish, or Chicken) Vegetable Rice Dessert Juice  <b>PM Snack</b> Pastry or sandwich	
<b>23 March 2022 (DAY 3)</b>  <b>Breakfast</b> Pastry or sandwich  <b>Lunch</b> 1 viand (Beef, Fish, or Chicken) Vegetable Rice Dessert Juice	
Inclusive of: <ul style="list-style-type: none"><li>➤ 15 tables with tablecloth;</li><li>➤ 70 pieces of chairs with seat covers;</li><li>➤ 2 wireless microphones;</li><li>➤ Sanitized utensils, tissues, table napkins</li><li>➤ Free flowing coffee and water</li><li>➤ 2-3 uniformed waiters which comply with the IATF Travel Requirement (Negative COVID Test result, clearance, etc.,)</li></ul>	

<p>Other requirements:</p> <ul style="list-style-type: none"> <li>➤ Packed meals or Plated (depends on the restrictions imposed by the LGU);</li> <li>➤ Meals shall be prepared and delivered on time or earlier -Food shall be delivered to the People's Television Network, Inc. (1 Visayas Avenue, Diliman Quezon City);</li> <li>➤ No downpayment;</li> <li>➤ Send bill arrangement (full payment will be made after the completion of the event of delivery of the service;</li> <li>➤ Price validity shall be for a period of sixty (60) calendar days</li> <li>➤ Price quotations shall be inclusive of all costs and applicable taxes (i.e., bank charges, VAT, other chargers, etc.)</li> <li>➤ Payment processing is upon signing of the purchase order;</li> <li>➤ Landbank Account is preferred to avoid bank charges, if not, the supplier shall shoulder the bank charge;</li> <li>➤ Must be compliant with RA 10611 Food Safety Regulation and Other Applicable Food Health Laws</li> <li>➤ Final menu subject to approval of PCOO</li> </ul>	
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### **FINANCIAL OFFER**

Please quote your **best offer**. Please do not leave any blank item. Indicate “0” if item being offered is for free.

<b>Catering Service for the Workshop on the Preparation of Documents for the PCOO New Administration Continuity Handover (PCOO NACHo) on 21 to 23 March 2022 One Hundred Six Thousand Seven Hundred Pesos (PHP 106,700.00).</b>	
<i><b>Your Total Offered Quotation in Words</b></i>	<i><b>In figures</b></i>

#### **Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.*

#### **Payment Details:**

Banking Institution:  
Account Number:  
Account Name:  
Branch:

### TERMS AND CONDITIONS:

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The PCOO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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**.
10. 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 PCOO shall 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.

Signature over Printed Name	
Position/Designation	
Office Telephone/ Fax/ Mobile Nos	
Email address/es	