



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 15 March 2024
RFQ No. : 2024-03-004

Name of Company : _____
Address : _____
TIN : _____
PhilGEPS Registration No. : _____

The **Presidential Communications 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: **Procurement of Meals for the Training Course on ISO 9001:2015 Quality Management System on 03-05 April 2024 (Procurement/Contract No. 2024-PCO-015)**, with an Approved Budget for the Contract in the amount of **One Hundred Nineteen Thousand One Hundred Pesos (PHP 119,100.00)**.

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 [via e-mail \(bac1@pco.gov.ph\)](mailto:bac1@pco.gov.ph) duly accomplished and signed by you or your duly authorized representative **not later than 20 March 2024 at 10:00AM.**

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 of the Official Receipt as proof of renewal.); and
2. Duly Fille Omnibus Sworn Statement (*template attached hereto as Annex “A”*.) to be Notarized by the eligible Lowest/Single Calculated Bidder.

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@pco.gov.ph

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:

Procurement of Meals for the Training Course on ISO 9001:2015 Quality Management System on 03-05 April 2024 (Procurement/Contract No. 2024-PCO-015) <i>Important Note: State “Comply” in the column “Statement of Compliance” against each of the individual parameters of the each “Specifications”.</i>		
Technical Specifications	Quantity and Unit of Measurement	Statement of Compliance
<p>Procurement of Meals for the Training Course on ISO 9001:2015 Quality Management System on 03-05 April 2024</p> <ul style="list-style-type: none"> ○ Catering Services Inclusions: AM snacks, Lunch and PM snacks; ○ Event Date: 03-05 April 2024; ○ Inclusions: Buffet Set up with free-flowing mineral water, coffee, & tea area; ○ Venue will be at the 3rd Floor, Social Hall, New Executive Building (NEB), San Miguel, Malacañang, Manila <p>LUNCH MENU:</p> <p>Consist of Rice, Pasta, Salad, Soup</p> <ul style="list-style-type: none"> ○ One viand of vegetable ○ One viand of pork ○ One viand of chicken ○ One viand of fish and dessert <p>AM & PM SNACKS MENU:</p>	<p>Sixty (60) pax</p>	

<ul style="list-style-type: none"> ○ Consist of Pasta or Sandwich with single serving of Iced Tea/fruit juice or soft drinks <p>Day 1 to Day 3:</p> <ul style="list-style-type: none"> ○ Plated AM snacks 9:00 AM (to be served) ○ Lunch 11:30 AM (managed buffet set-up) ○ Plated PM Snack 2;30 PM (to be served) 		
<p>IMPORTANT NOTES:</p> <ol style="list-style-type: none"> I. Date if booking may be charged/rebooked, with at least 3 days' notice prior to the event date originally booked II. Payment will be on a Send Bill Arrangement (i.e., full payment will be made after the completion of the event). Thus, no down payment will be made III. The price quotations shall be inclusive of all costs and applicable taxes. IV. Service charge, waiters/servers, delivery charge, utensils (i.e., sterilized spoon and fork; availability of disposable spoon and fork upon request; cup; tissue; etc.) and other related expenses must be included. V. If necessary, waiters/servers must comply with all travel docs required by the LGU/IATF such as Travel order, ID, RT-PCR Swab Result, etc.). VI. Menu subject to the final approval of PCO 		
<p>General Conditions:</p> <ol style="list-style-type: none"> I. Supplier shall submit signed proposal/quotation and submit details of your company; II. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative; III. Supplier must be PhilGEPS Accredited (at least Red Membership registration); IV. No down payment: V. Payment will be on a SEND BILL ARRANGEMENT, i.e., full payment will be made after the completion of the event of delivery of the service/product; VI. Price validity shall be for a period of sixty (60) calendar days; VII. Price quotations shall be inclusive of all costs and applicable tax (i.e., bank charges, VAT, 		

<p>other charges, energy fee, consultants fee, agency fee, etc.)</p> <p>VIII. Payment processing is after service/product have been delivered; and</p> <p>IX. Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charge/s.</p>		
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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.

<p>Procurement of Meals for the Training Course on ISO 9001:2015 Quality Management System (Procurement/Contract No. 2024-PCO-015) ABC: One Hundred Nineteen Thousand One Hundred Pesos (PHP 119,100.00)</p>	
Unit Price	Total Price per Item (Inclusive of taxes)
Your Total Offered Quotation in Words	In figures

<p>Terms of Payment:</p> <p><i>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.</i></p> <p><u>Payment Details:</u></p> <p><i>Banking Institution:</i></p> <p><i>Account Number:</i></p> <p><i>Account Name:</i></p> <p><i>Branch:</i></p>

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 PCO 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 PCO 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	