



Office of the President of the Philippines  
**PRESIDENTIAL COMMUNICATIONS OFFICE**  
Manila

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Date : 22 May 2024

RFQ No. : 2024-05-076

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 Catering Services (Packed Meals) for the Public Service Continuity Plan (PSCP) Training on 03-07 June 2024 (Procurement/Contract No. 2024-05-076)**, with an Approved Budget for the Contract in the amount of **One Hundred Thirty Thousand Pesos (PHP 130,000.00)**.

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 27 May 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 Filled 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](mailto:bac1@pco.gov.ph)



Original Signed  
**MILDRED A. GACUTAN**  
 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>Procurement Catering Services (Packed Meals) for the Public Service Continuity Plan (PSCP) Training on 03-07 June 2024 (Procurement/Contract No. 2024-05-076)</b> <i>Important Note: State “Comply” in the column “Statement of Compliance” against each of the individual parameters of the each “Specifications”.</i>		
<b>Technical Specifications</b>	<b>Quantity</b>	<b>Statement of Compliance</b>
<p><b>Procurement Packed Meals for the Public Service Continuity Plan (PSCP) Training on 03-07 June 2024</b></p> <p><b>NOTE:</b>  <u><i>Delivery of Meals will be for 50 pax every day for the 5-day event for a total of 250 pax for the whole event.</i></u></p> <ul style="list-style-type: none"> <li>• Packed Meals Inclusions: AM snacks, Lunch and PM snacks;</li> <li>• Individually packed meals with dessert and drinks;</li> <li>• Event Date: <b>03-07 June 2024</b>;</li> <li>• Venue will be at the 3<sup>rd</sup> Floor, Social Hall, New Executive Building (NEB), San Miguel, Malacañang, Manila; and</li> <li>• Menu subject to the final approval of PCO</li> </ul> <p><b>AM SNACKS MENU:</b></p> <ul style="list-style-type: none"> <li>• Must consist of pasta or noodles with bottled/canned Iced Tea/Juice</li> </ul>	250 pax	

**PM SNACKS MENU**

- Must consist of either a sandwich or pastry with bottled/canned Iced Tea/Juice

**PACKED LUNCH MENU:**

- Rice
- One viand of vegetable
- One viand of pork
- One viand of chicken
- Dessert
- Bottled/canned Iced Tea/Juice

**SERVING TIME**

- AM Snacks: 9:30 AM
- Lunch: 11:30 AM
- PM Snacks: 2:30 PM

**IMPORTANT NOTES:**

- Please note that the delivery of the meals will be for 50 pax every day within the 5-day event.
- Date of booking may be charged/rebooked, with at least 3 days' notice before the event date originally booked
- 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
- The price quotations shall be inclusive of all costs and applicable taxes (i.e., VAT, delivery fee, bank, and other charges)
- The delivery charge, utensils (i.e., sterilized spoon and fork; availability of disposable spoon and fork; tissue; etc.) and other related expenses must be included.
- Menu subject to the final approval of PCO

**GENERAL CONDITIONS:**

- Supplier shall submit signed proposal/quotation and submit details of your company;
- Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative;
- Supplier must be **PhilGEPS Accredited (at least Red Membership registration)**;

<p><b>iv.</b> No down payment:</p> <p><b>v.</b> Payment will be on a <b>SEND BILL ARRANGEMENT</b>, i.e., full payment will be made after the completion of the event of delivery of the service/product;</p> <p><b>vi.</b> Price validity shall be for a period of sixty (60) calendar days;</p> <p><b>vii.</b> Price quotations shall be inclusive of all costs and applicable tax (i.e., bank charges, VAT, other charges, energy fee, consultants fee, agency fee, etc.)</p> <p><b>viii.</b> Payment processing is after service/product have been delivered; and</p> <p><b>ix.</b> 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.

<b>Procurement Catering Services (Packed Meals) for the Public Service Continuity Plan (PSCP) Training on 03-07 June 2024 (Procurement/Contract No. 2024-05-076)</b>				
<b>ABC: One Hundred Thirty Thousand Pesos (PHP1300,000.00)</b>				
<b>Your Unit price Offered Quotation in Words</b>	<b>Unit Price</b>	<b>Quantity and Unit of Measure</b>	<b>Your total price offered Quotation in Words</b>	<b>Total Price</b>
		<b>250 pax</b>		

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