

Republic of the Philippines
Department of National Defense
OFFICE OF CIVIL DEFENSE
Camp General Emilio Aguinaldo, Quezon City

REQUEST FOR QUOTATION (RFQ) No. PDPS-0320-005

Company Name : _____
Address : _____
PhilGEPS Registration Number : _____

The Office of Civil Defense (OCD), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The OCD hereinafter referred to as "the Purchaser", now requests submission of a price quotation for the subject below:

Name of Project	: Provision of Meals/ Catering Services for the conduct of 1 st Quarter NDRRMC Full Council Meeting
Date	: 25 March 2020
Location	: WITHIN CAMP GENERAL EMILIO AGUINALDO, QUEZON CITY
Terms of Payment	: <u>Send Bill Policy</u>
ABC (Approved Budget for the Contract)	: PhP 84,000.00
Fund Source	: PDPS APB CY 2020

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein. **All bids higher than ABC shall automatically be disqualified.**


Prospective bidders shall accomplish and submit the duly signed "**Annex A (Technical Specifications) & Annex "B" Price Quotation Form (PQF)**" (under prescribed form). **Non-submission shall automatically be disqualified.** Submission of Sealed Quotation is until **12:00 Noon on 11 March 2020**, at the OCD BAC Secretariat Office, 2nd Floor, OCD Annex Building, Camp General Emilio Aguinaldo, Quezon City. Submit your **quotation (indicate the project name)** duly signed by your authorized representative. For any clarifications, you may contact the **BAC Secretariat Office** at telephone no. **(02) 912-2964** or email address at **bacsec.ocd@gmail.com**. **Use of forms other than the attached OCD prescribed format is not acceptable.**

Interested supplier/service provider is required to submit the following documents:

1. Valid/Current Mayor's Permit/Business Permit (or Official Receipt of Renewal Application with the Expired Business Permit)
2. PhilGEPS Registration Number
3. Latest Income and Business Tax Return (if ABC above PhP 500,000.00)
4. Omnibus Sworn Statement (if ABC above PhP 50,000.00)

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative. The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for everyday of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The OCD reserves the right to accept or reject any or all bids, waive any defect or informality therein, accept the bid and award the contract to the most advantageous offer, for and in behalf of the project.



ASEC KRISTOFFER JAMES E. PURISIMA
Chairperson
OCD Bids and Awards Committee

ANNEX "A"
Technical Specifications

Provision of Meals/ Catering Services for the conduct of 1st Quarter NDRRMC Full Council Meeting

Bidders must state either "**Comply**" or "**Not Comply**" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification."

Legend: *MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Item No.	Agency Specifications	Statement of Compliance																		
I.	<p>Provision of Meals/ Catering Services Name of Event: 1st Quarter NDRRMC Full Council Meeting Location: WITHIN CAMP GENERAL EMILIO AGUINALDO, QUEZON CITY Date of Event: 25 March 2020 Delivery Date/s and Time/s: 25 March 2020 –11:00 AM Lunch and 2:00 PM Snacks Delivery Site/s: 3rd Floor DND Conference Room and Social Hall</p> <table border="1" data-bbox="284 786 1273 1182"> <thead> <tr> <th>No. of Pax</th> <th>Meal / Snack</th> <th>Serving Arrangement</th> <th>Inclusive Date</th> <th>Menu</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>120</td> <td>Lunch</td> <td>Buffet Set-Up</td> <td>25 March 2020</td> <td>Choice of pork/chicken and fish, with vegetable, and dessert (choice of fresh fruits or sweetened dessert, one beverage (choice of bottled soda or bottled juice)</td> <td>Cabinet Secretaries and other High Level Officials</td> </tr> <tr> <td>120</td> <td>PM Snacks</td> <td>Plated</td> <td>25 March 2020</td> <td>Choice of pasta, noodles, pastry, with one beverage (choice of bottled soda or bottled juice)</td> <td>Cabinet Secretaries and other High Level Officials</td> </tr> </tbody> </table> <p>Other Requirements: (as applicable)</p> <ul style="list-style-type: none"> • Use clean, biodegradable, environment friendly and/or reusable containers for packed meals and snack. • Free-flowing of unlimited hot beverage with choice of brewed coffee and tea, individually packed creamer, brown sugar and white sugar • With enough number of waiters/ servers wearing working barong or polo long sleeves • Inclusive of buffet table set-up, table arrangement including chairs and skirtings as required by the end-user • Time of set-up: 9 AM • Flexible with dietary requirements • With bottled water per meal • Inclusive of Service Charge and other Taxes <p>Payment: Must accept SEND BILL policy as payment for services</p>	No. of Pax	Meal / Snack	Serving Arrangement	Inclusive Date	Menu	Remarks	120	Lunch	Buffet Set-Up	25 March 2020	Choice of pork/chicken and fish, with vegetable, and dessert (choice of fresh fruits or sweetened dessert, one beverage (choice of bottled soda or bottled juice)	Cabinet Secretaries and other High Level Officials	120	PM Snacks	Plated	25 March 2020	Choice of pasta, noodles, pastry, with one beverage (choice of bottled soda or bottled juice)	Cabinet Secretaries and other High Level Officials	
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I hereby certify to comply and deliver all the above requirements.

Company Name : _____
 Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____
 Complete Name : _____
 Date : _____



ANNEX "B"
Price Quotation Form

The Bids and Awards Committee
OFFICE OF CIVIL DEFENSE
Camp Gen. Emilio Aguinaldo, Quezon City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

ARTICLE AND DESCRIPTIONS	Quantity	Total Price
Provision of Meals/ Catering Services for the conduct of 1 st Quarter NDRRMC Full Council Meeting	1 Lot	PHP
TOTAL PRICE		PHP

AMOUNT IN WORDS: _____

Note: The above quoted prices are VAT Inclusive.

2. We agree to abide by the Quotation/bid for a period of sixty (60) days after the dated deadline of submission specified in your RFQ.
3. We understand that payment for items will be made to the winning supplier after the inspection and acceptance of service(s) delivered.
4. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____

Address : _____

Office Tel. No. & Mobile No. : _____

Email Address : _____

AUTHORIZED REPRESENTATIVE

Signature : _____

Date : _____

