

Republic of the Philippines  
Department of National Defense  
**OFFICE OF CIVIL DEFENSE**  
PEO Compound, Kumintang Ilaya, Batangas City

**REQUEST FOR QUOTATION No, 2019-IVB-  
(Section 53.9 of RA 9184, Small Value Procurement)**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
PHILGEPS Registration No.: \_\_\_\_\_

The **Office of Civil Defense-MIMAROPA**, through its Regional Bids and Awards Committee 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 RA 9184.**

The OCD-MIMAROPA, hereinafter referred as "The Purchaser" now requests submission of price quotation for the hereunder project:

Name of Project	:	Provision of Catering services for Regional DRRM Summit for Local DRRMOs of MIMAROPA
Brief Description	:	Supply and delivery of catered meals and snacks for guests and participants involved in the conduct of <b><i>National Disaster Resilience Month (NDRM) Culminating Activity (Regional DRRM Summit for LDRMOs of MIMAROPA)</i></b>
Delivery Site	:	Bulwagang Panlalawigan, Capitol Compound, Mamburao, Occidental Mindoro
Delivery Schedule	:	July 29-31, 2019
Approved Budget for the Contract (ABC)	:	Php 386,400.00
Terms of Payment	:	<b><u>Send bill Policy</u></b> Within fifteen (15) working days upon submission of required documents i.e. delivery receipt, sales invoice or charge invoice or billing statement and certificate of acceptance
Evaluation Criteria	:	<u>Technical Responsiveness, Full compliance to the requirements and Lowest Quotation</u>
Fund Source	:	DRRM Funds of OCD-MIMAROPA under APB CY 2019

**Award of contract** shall be made to the Bidder with the lowest quotation on **per lot basis** for the subject goods which comply with the minimum requirements of technical specifications and other terms and conditions stated herein. **All Bids higher than the ABC shall automatically be disqualified.**

Prospective bidder shall accomplish and submit the duly signed "**Annex A, Technical Specifications & Annex B, Price Quotation Form (PQF)**", (under prescribed form) **non submission shall automatically disqualified,** not later than **1:30 p.m., 11 July 2019** at Procurement Office, OCD-MIMAROPA, PEO compound Kumintang Ilaya, Batangas City. Submit your quotation (indicate the project name) duly signed by your authorized representative via hardcopy or through e-mail address [mimaropabac2019@gmail.com](mailto:mimaropabac2019@gmail.com). For any clarifications, you may contact Ms. Minerva R. Alcaraz at telephone no/s (043) 723-4248, (043) 702 - 9361- Use of forms other than OCD prescribed form shall not be acceptable.

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

1. Valid and current Mayor's Permit/Business Permit
2. PHILGEPs Registration No.
3. Latest Income and Business Tax Return

The OCD-MIMAROPA reserves the right to accept or reject any or all bids / price quotations, to annul the process, and to reject all bids at any time prior to contract of award, without thereby incurring any liability to the affected bidder/s.

  
**RICHARD T. CARANDANG**  
Chairman, Committee on Awards and Canvass

**ANNEX "A"**

**Technical Specifications (minimum requirements)**

**PROVISION OF CATERING SERVICES**

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

<b>Supply and delivery of catered meals and snacks for the participants involve in the conduct of <i>National Disaster Resilience Month (NDRM) Culminating Activity (Regional DRRM Summit for LDRRMOs of MIMAROPA</i></b>			
<b>Item No.</b>	<b>Item</b>	<b>Item Description</b>	<b>Statement of Compliance</b>
I.	<b>Meal Requirement</b>	a) Provision of buffet service : Breakfast - Fish & beef or fish & chicken, egg, plain rice, banana - inclusive of one (1) round of soft drinks or iced tea for every meal b) Provision of buffet service : Lunch and Dinner - 3 viands (fish/meat/seafood/chicken), with vegetables, plain/steamed rice, dessert - inclusive of one (1) round of soft drinks or iced tea for every meal; c) Plated AM / PM snacks (Based on service provider menu) : good for one hundred fifty (150) persons with one (1) round of drinks every meal d) Must be flexible to the dietary restrictions of the guests e) Must have pork-free alternative meals to cater the Muslim guests f) Provision of meals with Free flowing coffee or tea and water during the entire activity	
II.	<b>Delivery Date and Time</b>	<u>July 29, 2019 @ 6:00PM</u> <ul style="list-style-type: none"> <li><u>Assisted Buffet Dinner</u> : good for one hundred fifty (150) persons with one (1) round of drinks</li> </ul> <u>July 30, 2019</u> <ul style="list-style-type: none"> <li><u>Assisted Buffet Breakfast</u> : good for one hundred fifty (150) persons with one (1) round of drinks <i>to be delivered at 6:00 AM</i></li> <li><u>Plated AM snacks</u> (Based on service provider menu) : good for one hundred fifty (150) persons with one (1) round of drinks every meal <i>to be delivered at 10:00 AM</i></li> <li><u>Assisted Buffet Lunch</u> : good for one hundred fifty (150) persons with one (1) round of drinks <i>to be delivered at 12:00 Noon</i></li> <li><u>Plated PM snacks</u> (Based on service provider menu) : good for one hundred fifty (150) persons with one (1) round of drinks every meal <i>to be delivered at 3:00 PM</i></li> <li><u>Assisted Buffet Dinner</u> : good for one hundred fifty (150) persons with one (1) round of drinks <i>to be delivered at 7:00 PM</i></li> </ul> <u>July 31, 2019 @6:00 AM</u> <ul style="list-style-type: none"> <li><u>Assisted Buffet Breakfast</u> : good for one hundred fifty (150) persons with one (1) round of drinks</li> </ul>	
IV.	<b>Delivery Site</b>	- Bulwagang Panlalawigan, Capitol Compound, Mamburao, Occidental Mindoro	
V.	<b>Other Requirements</b>	1. <u>Provision of round tables approximately 15 tables</u> good for one hundred fifty (150) persons;	

		<p>estimated 10 persons per table</p> <ol style="list-style-type: none"> <li>2. <u>Table set-up : cocktail</u></li> <li>3. With complete buffet/dining set-up with skirting and centerpiece arrangements; tables with tablecloth and disposable napkins, chairs with full-length seat cover</li> <li>4. Warming trays/chafing dishes should be presentable during the service; Use of china wares, utensils and glass wares</li> <li>5. Well-trained and well-groomed waiters, food servers and staff should be in uniform</li> <li>6. Food booth and the like shall be well lighted particularly during night operations.</li> <li>7. Water to be used in the preparation of tea, coffee and other instant food drinks shall be prepared from safe area and in a dispenser</li> <li>8. Provide specific number of waiter complement to cover estimated attendees, minimum one (1) waiter for every twenty (20) pax</li> </ol>	
VI.	<b>Terms of Payment</b>	<p><b><u>Send Bill Policy:</u></b></p> <ol style="list-style-type: none"> <li>a. Within fifteen (15) working days upon submission of required documents i.e. delivery receipt, sales invoice or charge invoice or billing statement and certificate of acceptance</li> </ol>	

I hereby certify to comply and deliver all the above requirements.

Company Name : \_\_\_\_\_

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

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_

Complete Name : \_\_\_\_\_

Date : \_\_\_\_\_

**ANNEX "B"**

**PRICE QUOTATION**

**PROVISION OF CATERING SERVICES**

Date: \_\_\_\_\_

**The BIDS AND AWARDS COMMITTEE**  
 OFFICE OF CIVIL DEFENSE-MIMAROPA  
 PEO Compound, Kumintang Ilaya  
 Batangas City

Sir/Madam:

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

Item No.	Article and Description	Quantity/ Unit Measure	Unit Price	Total Price
1.	<p>Supply and delivery of catered meals and snacks for the participants involve for the conduct of <b><i>National Disaster Resilience Month (NDRM) Culminating Activity (Regional DRRM Summit) for LDRRMOs of MIMAROPA</i></b></p> <p>1. <u>Menu Requirement:</u></p> <p>a. <u>Provision of buffet service : Breakfast</u>                      - Fish &amp; beef or fish &amp; chicken, egg, plain rice, banana inclusive of one (1) round of soft drinks or iced tea for every meal</p> <p>b. <u>Provision of buffet service : Lunch and Dinner</u>                      - 3 viands (fish/meat/seafood/chicken ), with vegetables, plain/steamed rice, dessert inclusive of one (1) round of soft drinks or iced tea for every meal;</p> <p>c. <u>Plated AM / PM snacks</u> (Based on service provider menu) : good for one hundred fifty (150) persons with one (1) round of drinks every meal</p> <p>2. <u>Date and Time of Delivery:</u>                      July 29, 2019 @ 6:00PM</p> <ul style="list-style-type: none"> <li>• <u>Assisted Buffet Dinner</u> : good for one hundred fifty (150) persons with one (1) round of drinks</li> </ul> <p>July 30, 2019</p> <ul style="list-style-type: none"> <li>• <u>Assisted Buffet Breakfast</u> :</li> <li>• <u>Assisted Buffet Lunch</u> :</li> <li>• <u>Assisted Buffet Dinner</u> :                      -good for one hundred fifty (150) persons with one (1) round of drinks each meal</li> </ul> <p>July 31, 2019 @7:00 AM</p> <ul style="list-style-type: none"> <li>• <u>Assisted Buffet Breakfast</u> : good for one hundred fifty (150) persons with one (1) round of drinks each meal</li> </ul> <p>3. <u>Send Bill Policy:</u> Within fifteen (15) working days upon submission of required documents i.e. delivery receipt, sales invoice or charge invoice or billing statement and certificate of acceptance</p>	1 lot		

**Amount in Words** : \_\_\_\_\_

Note: The above quoted prices are VAT inclusive.

1. We undertake, if our Quotation or Bid is accepted, to deliver the above goods within \_\_\_\_\_ calendar days from receipt of Purchase Order (PO)/Work Order (WO)/Contract

2. We agree to abide for the Quotation/Bid for a period of sixty (60) calendar days after the dated deadline for 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 good (s) delivered.
4. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : \_\_\_\_\_

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

Telephone & Mobile No.: \_\_\_\_\_

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

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_

Date : \_\_\_\_\_