

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

REQUEST FOR QUOTATION No, 2019-IVB-042
(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 <i>National Disaster Resilience Month (NDRM) Culminating Activity (Regional DRRM Summit for LDRRMOs of MIMAROPA)</i>
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	:	<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
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. 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
4. Omnibus Sworn Statement

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"

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>			
Item No.	Item	Item Description	Statement of Compliance
I.	Meal Requirement	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.	Delivery Date and Time	<u>July 29, 2019 @ 6:00PM</u> <ul style="list-style-type: none"> • <u>Assisted Buffet Dinner</u> : good for one hundred fifty (150) persons with one (1) round of drinks <u>July 30, 2019</u> <ul style="list-style-type: none"> • <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> • <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> • <u>Assisted Buffet Lunch</u> : good for one hundred fifty (150) persons with one (1) round of drinks to be delivered at 12:00 Noon • <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> • <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> <u>July 31, 2019 @6:00 AM</u> <ul style="list-style-type: none"> • <u>Assisted Buffet Breakfast</u> : good for one hundred fifty (150) persons with one (1) round of drinks 	
IV.	Delivery Site	- Bulwagang Panlalawigan, Capitol Compound, Mamburao, Occidental Mindoro	
V.	Other Requirements	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"> 2. <u>Table set-up : cocktail</u> 3. With complete buffet/dining set-up with skirting and centerpiece arrangements; tables with tablecloth and disposable napkins, chairs with full-length seat cover 4. Warming trays/chafing dishes should be presentable during the service; Use of china wares, utensils and glass wares 5. Well-trained and well-groomed waiters, food servers and staff should be in uniform 6. Food booth and the like shall be well lighted particularly during night operations. 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 8. Provide specific number of waiter complement to cover estimated attendees, minimum one (1) waiter for every twenty (20) pax 	
VI.	Terms of Payment	<p><u>Send Bill Policy:</u></p> <ol style="list-style-type: none"> 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 	

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 <i>National Disaster Resilience Month (NDRM) Culminating Activity (Regional DRRM Summit) for LDRRMOs of MIMAROPA</i></p> <p>1. <u>Menu Requirement:</u></p> <p>a. <u>Provision of buffet service : Breakfast</u> - Fish & beef or fish & 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"> • <u>Assisted Buffet Dinner</u> : good for one hundred fifty (150) persons with one (1) round of drinks <p>July 30, 2019</p> <ul style="list-style-type: none"> • <u>Assisted Buffet Breakfast</u> : • <u>Assisted Buffet Lunch</u> : • <u>Assisted Buffet Dinner</u> : -good for one hundred fifty (150) persons with one (1) round of drinks each meal <p>July 31, 2019 @7:00 AM</p> <ul style="list-style-type: none"> • <u>Assisted Buffet Breakfast</u> : good for one hundred fifty (150) persons with one (1) round of drinks each meal <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 : _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

A F F I D A V I T

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid and to sign and execute the ensuing contract for [Name of Project] of the [Name of Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid and to sign and execute the ensuing contract for [Name of Project] of the [Name of Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations or Local Government Units, foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or her duly authorized representative/s to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat and Committee on Awards and Canvass – Office of Civil Defense (OCD)- MIMAROPA, the Regional Director, OCD-MIMAROPA, by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of the Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat and Committee on Awards and Canvass – Office of Civil Defense (OCD)- MIMAROPA, the Regional Director, OCD-MIMAROPA, by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat and Committee on Awards and Canvass – Office of Civil Defense (OCD)- MIMAROPA, the Regional Director, OCD-MIMAROPA, by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin (s) issued for the *[Name of Project]*
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project/activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____
at Manila, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this _____ day of [month] [year] at [place of execution], Philippines, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC) Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this _____ day of [month] [year]

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorney's No. _____

PTR No. _____ [date issued], [placed issued]

IBP No. _____ [date issued], [placed issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____