



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE VIII
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

REQUEST FOR QUOTATION (RFQ)
**Catering Services for the Conduct of Orientation on the Preparation,
Submission, Evaluation, and Review of Corporate Operating Budget
of Local Water Districts and Agency Performance Review Consultation**

February 7, 2024

The Manager

Dear Sir/Madam:

Please quote your price for the item specified below, taking into consideration the following:

PROCUREMENT TERMS & CONDITIONS

1. The Total Approved Budget for the Contract (ABC) is **One Hundred Sixty-Six Thousand Five Hundred Pesos only (P166,500.00)**.
2. Price quotation should be inclusive of tax obligations.
3. **Evaluation of bids will be conducted on a "per lot" basis.**
4. Delivery period is **specified in the subsequent pages of this RFQ.**
5. If awarded the contract, processing and payment shall be made within seven (7) working days upon receipt of Statement of Account.
6. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised IRR of RA 9184.
7. Failure of the supplier to deliver goods and render services under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to Sec. 3 Annex D of the 2016 Revised IRR of RA 9184.
8. The BAC upon consultation with the end-user unit, may cancel or terminate the conduct of procurement activities pursuant to Sec. 35.6 of the 2016 Revised IRR of RA 9184. Moreover, the Head of the Agency reserves the right to reject any and all bids, declare a failure of bidding or not award the contract per Sec. 41 of the same IRR.
9. **This RFQ must be duly filled out supported with the following documents, and the same must be sealed and submitted manually/on-site or through courier not later than February 13, 2024 @ 9:30 AM, DBM Bundy Clock Time:**
 - a. 2024 Mayor's/Business Permit but if not yet available, the recently expired Mayor's/Business Permit, subject however, to submission of 2024 Mayor's/Business Permit after award of contract but before payment; and
 - b. Omnibus Sworn Statement (OSS) using the attached format. Unnotarized OSS will be accepted subject to submission of a notarized OSS after award of contract but before payment.
10. **The supplier's PhilGEPS Registration Number must likewise be indicated at the 5th page of this RFQ.**

Address of bid submission:

FLORITA M. LACDO-O, BAC Chairperson
DBM-Regional Office No. VIII
Villa Ruiz, Marasbaras, Tacloban City

ENERIZA A. REALINO
ENERIZA A. REALINO
 Canvasser

2/7/24
FLORITA M. LACDO-O
 BAC Chairperson

I have read and understood the Procurement Terms & Conditions. By signing this quote, I hereby agree and bind myself to the Terms & Conditions indicated in this RFQ.

Catering Services for the Conduct of Orientation on the Preparation, Submission, Evaluation, and Review of Corporate Operating Budget of Local Water Districts and Agency Performance Review Consultation

Lot	Qty	Unit	Particulars	ABC	BID PRICE	
					U/P	Total Amount
1	85	pax	<p>I. Catering Services for the Conduct of Orientation on the Preparation, Submission, Evaluation, and Review of Corporate Operating Budget (COB) of Local Water Districts (LWDs) for Fiscal Year 2024 and thereafter</p> <p><u>Date: February 19, 2024 (8:00 AM to 12:00 Noon)</u></p> <p>No. of Pax: 85 Pax Venue: DBM ROVIII Conference Room</p> <p>Food requirements (Packed Meals) AM Snack: Cheese Burger Bottled Orange Juice (at least 200ml)</p> <p>Lunch: 2 Main Dish (chicken, and pork) Vegetables Buko Pandan Rice Bottled Soda (at least 200ml)</p> <p>Note: - Meal requirements for the main dish will follow the menu list of the winning supplier. - Separate set-up will be prepared for head of agencies served at the Office of Regional Director (full catered meals) - Number of pax to be served will be subject to actual number of confirmed head of agency attendees. The same will be provided to the winning supplier 3 days before the event)</p> <p>Other Requirements: 1. Free-flowing brewed coffee with perculator 2. Mixed Nuts 3. Payment – shall be made 7 days after receipt of Billing/Statement of</p>	166,500		

		Account, advance payment and security deposit is waived			
		II. Catering Services for the Conduct of Full Year Agency Performance Review (APR) Consultation CUM Full-Time Delivery Unit (FDU) Meeting for the following:			
91	pax	Day 1: Department of Education Regional Office VIII and Schools Division Offices Date: February 20, 2024 (8:00 AM to 4:00 PM) No. of Pax: 91 Pax			
31	pax	Day 2: Department of Health (DOH) Date: February 26, 2024 (9:00 AM to 2:00 PM) No. of Pax: 31 Pax			
67	pax	Day 3: State Universities and Colleges, Commission on Higher Education, and Technical Education and Skills Development Authority Regional Office VIII Date: February 27, 2024 (8:30 AM to 4:30 PM) No. of Pax: 67 Pax			
96	pax	Day 4: Department of Public Works and Highways and its District Engineering Offices (DEOs) Date: February 29, 2024 (9:00 AM to 5:00 PM) No. of Pax: 96 Pax Requirements: a. Venue and Room Arrangement - DBM Conference Room - with table and chairs (rectangular table with at least 4 pax per table) b. Food requirements <u>DAY 1 (DEPED and its SDS):</u> <u>FEBRUARY 20, 2024 (8:00AM TO 4:00PM) - 91 PAX</u> AM Snack: (Packed) Pansit Bihon Guisado with 2 pcs puto Bottled Orange Juice (at least 200ml) Lunch: (Packed) 2 Main Dish (chicken and pork) Chopsuey Fresh Fruits (mixed of pineapple/ watermelon / papaya / mango)			

		<p>Steamed Rice Bottled Soda (at least 200ml)</p> <p>Note: - Meal requirements for the main dish will follow the menu list of the winning supplier. - Separate set-up will be prepared for head of agencies served at the Office of Regional Director (full catered meals for 17 pax)</p> <p>PM Snack: (Packed) 2 pcs Suman latik with slice ripe mango Bottled Ice Tea (at least 200ml)</p> <p><u>DAY 2 (DOH and its IUs): FEBRUARY 26, 2024 (9:00AM TO 2:00PM) - 31 PAX</u></p> <p>AM Snack: (Packed) Spaghetti with Garlic Bread Bottled Iced Tea (at least 200ml)</p> <p>Lunch: (Packed) 2 Main Dish (fish, chicken, and pork) Vegetables Fresh Fruits (mixed of pineapple/ watermelon / papaya / mango) Steamed Rice Bottled Soda (at least 200ml)</p> <p>Note: - Meal requirements for the main dish will follow the menu list of the winning supplier. - Separate set-up will be prepared for head of agencies served at the Office of Regional Director (full catered meals for 6 pax)</p> <p><u>Day 3 (SUCs, TESDA, and CHED): FEBRUARY 27, 2024 (8:30AM TO 4:30PM) - 67 PAX</u></p> <p>AM Snack: (Packed) Tuna Sandwich with Lettuce and Tomatoes with Chips Bottled Orange Juice (at least 200ml)</p> <p>Lunch: (Packed) 2 Main Dish (chicken, and pork) Vegetables Fresh Fruits (mixed of pineapple/ watermelon / papaya / mango) Rice Bottled Soda (at least 200ml)</p> <p>Note: - Meal requirements for the main dish will follow the menu list of the winning</p>		
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		<p>supplier.</p> <ul style="list-style-type: none"> - Separate set-up will be prepared for head of agencies served at the Office of Regional Director (full catered meals for 14 pax) <p>PM Snack: (Packed) 2 pcs Chicken Empanada Bottled Ice Tea (at least 200ml)</p> <p>DAY 4 (DPWH and its DEOs): FEBRUARY 29, 2024 (9:00 AM TO 5:00 PM) – 96 PAX</p> <p>AM Snack: (packed) Lasagna with bread Bottled Orange Juice (at least 200ml)</p> <p>Lunch: (Packed) 2 Main Dish (chicken, and pork) Vegetables Fresh Fruits (mixed of pineapple/ watermelon / papaya / mango) Rice Bottled Soda (at least 200ml)</p> <p>Note:</p> <ul style="list-style-type: none"> - Meal requirements for the main dish will follow the menu list of the winning supplier. - Separate set-up will be prepared for head of agencies served at the Office of Regional Director (full catered meals for 16 pax) <p>PM Snack: (Packed) 2 pcs Local Rice Bibingka Bottled Ice Tea (at least 200ml)</p> <p>Other Requirements:</p> <ol style="list-style-type: none"> 1. Free-flowing brewed coffee with perculator 2. Mixed Nuts 3. Payment – shall be made 7 days after receipt of Billing/Statement of Account, advance payment and security deposit is waived 4. VENUE: DBM RO VIII Conference Room 			
			166,500		

Please fill-out this portion **LEGIBLY and COMPLETELY:**

Signature over Printed Name of
Authorized Representative: _____

Date: _____

Position in Firm: _____

Business Address: _____

Contact No.: _____

PhilGEPS Registration No. _____

FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR SOLE PROPRIETORSHIP)**Omnibus Sworn Statement (Revised)***[shall be submitted with the Bid]*

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

AFFIDAVIT

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. I am the sole proprietor or authorized representative of *[Name of Bidder]* _____ with office address at *[address of Bidder]* _____;
2. As the owner and sole proprietor, or authorized representative 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 the Project]* _____ of the DBM-Regional Office No. VIII, as shown in the attached duly notarized Special Power of Attorney;
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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
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 its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;

- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the 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 or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

 NAME OF BIDDER OR ITS AUTHORIZED
 REPRESENTATIVE

[Insert signatory's legal capacity]
 Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR PARTNERSHIP/CORPORATION OR JOINT VENTURE)

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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

AFFIDAVIT

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. I am the duly authorized and designated representative of *[Name of Bidder]* _____ with office address at *[address of Bidder]* _____;
2. 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 the Project]* _____ of the DBM Regional Office No. VIII, 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
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 its duly authorized representative(s) to verify all the documents submitted;
6. *[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* _____ is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants 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, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project

Management Office or the end-user unit, and the project consultants 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the 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 or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]