



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

## REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of Packed Meals for the In-House Upskilling Course on LGU-PFM on Nov. 22, 2024, LGU SUMMIT on Nov. 25, 2024, and Break-Out Sessions from Nov. 27, 28, 29 & Dec. 2, 3, 4, 5, 2024.

November 15, 2024

The Manager

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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 Thirty-Nine Thousand Eight Hundred Pesos Only (P139,800.00)**.
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 indicated in the 4th page of this RFQ.
5. If awarded the contract, processing and payment shall be made within **three (3) working days** upon receipt of Billing/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 November 19, 2024 @ 5:00 PM, DBM Bundy Clock Time:**
  - a. 2024 Mayor's/Business; However, if you have already submitted the said eligibility document from the previous procurement, you may no longer be required to submit the same; and
  - b. Notarized Omnibus Sworn Statement (OSS) using the attached prescribed format.
10. **The supplier's PhilGEPS Registration Number must likewise be indicated at the 4th 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  
Canvasser

  
11/15/24  
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.

Supply and Delivery of Packed Meals for the In-House Upskilling Course on LGU-PFM on Nov. 22, 2024, LGU SUMMIT on Nov. 25, 2024, and Break-Out Sessions from Nov. 27, 28, 29 & Dec. 2, 3, 4, 5, 2024.

Lot	Qty	Unit	Particulars	ABC	BID PRICE	
					U/P	Total Amount
1			Supply and Delivery of Packed Meals for the In-House Upskilling Course on LGU-PFM on Nov. 22, 2024, LGU SUMMIT on Nov. 25, 2024, and Break-Out Sessions from Nov. 27, 28, 29 & Dec. 2, 3, 4, 5, 2024.	139,800		
			'REQUIREMENTS: 1. Packaging and Utensils must be biodegradable/non-plastic. 2. To be delivered at DBM Regional Office VIII on: DAY 1 - November 22, 2024 DAY 2 - November 25, 2024 DAY 3 - November 27, 2024 DAY 4 - November 28, 2024 DAY 5 - November 29, 2024 DAY 6 - December 02, 2024 DAY 7 - December 03, 2024 DAY 8 - December 04, 2024 DAY 9 - December 05, 2024  Delivery Time: AM Snacks - Not later than 9:30AM Lunch - Not later than 11:30 AM PM Snacks - Not later than 3:00PM  <i>In-House Upskilling Course on Local Government Unit- Public Financial Management (LGU-PFM)</i>  <b>DAY 1 - NOVEMBER 22, 2024</b>			
	29	pax	SNACKS (AM) Beef Lasagna and Cucumber Juice (200ml)			
	29	pax	LUNCH Classic Beef Caldereta, Fish Fillet in Lemon Butter Sauce, 1 Plain Rice Stir Fry mixed Vegies, Soda (200ml), Mixed Fruits			
	29	pax	SNACKS (PM) 2 pcs Sliced Buko Pie and 'Bottled Iced Tea (200ml)			

			<b>LGU SUMMIT</b>			
29	pax		<b>DAY 2 - NOVEMBER 25, 2024</b> AM SNACKS Clubhouse with Camote Fries and 'Bottled Pineapple Juice (200ml)			
29	pax		LUNCH Honey-Glazed Pork Ribs, Buttered Chicken, 1 Plain Rice Chopsuey, Soda (200ml), Mixed Fruits			
29	pax		PM SNACKS Ube Ensaymada and 'Bottled Iced Tea (200ml)			
			<b>BREAK-OUT SESSION</b>			
25	pax		AM SNACKS Bam-I with Bread			
25	pax		LUNCH Grilled Fish, Pork Imbutido, 1 Plain Rice Vegetable, Soda (200ml), Mixed Fruits			
25	pax		PM SNACKS Cheese Burger and 'Bottled Iced Tea (200ml)			
			<b>DAY 4 - NOVEMBER 28, 2024</b>			
25	pax		AM SNACKS Spaghetti with Bread and Cucumber Juice (200ml)			
25	pax		LUNCH Pork Humba, Fish Fillet with Mayo Dip, 1 Plain Rice Vegetable, Soda (200ml), Mixed Fruits			
25	pax		PM SNACKS Butter Cake and Mango Juice (200ml)			
			<b>DAY 5 - NOVEMBER 29, 2024</b>			
25	pax		AM SNACKS Two pcs Empanada and 'Bottled Iced Tea (200ml)			
25	pax		LUNCH Pork Barbeque, Fried Afritada, 1 Plain Rice Vegetable, Soda (200ml), Mixed Fruits			
25	pax		PM SNACKS Mamon and Honey-Lemon Juice (200ml)			
			<b>DAY 6 - DECEMBER 2, 2024</b>			
25	pax		AM SNACKS Suman Latik and Bottled Pineapple Juice (200ml)			
25	pax		LUNCH Grilled Fish, Chicken Adobo, 1 Plain Rice Vegetable, Soda (200ml), Mixed Fruits			
25	pax		PM SNACKS Tune Sandwich and Cucumber-Lemon Juice (200ml)			

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			<b>DAY 7 - DECEMBER 3, 2024</b>			
25	pax	AM SNACKS	Bam-I with Bread			
25	pax	LUNCH	Pork Adobo, Chicken Inasal, 1 Plain Rice Vegetable, Soda (200ml), Mixed Fruits			
25	pax	PM SNACKS	Ube Ensaymada and 'Bottled Iced Tea (200ml)			
			<b>DAY 8 - DECEMBER 4, 2024</b>			
25	pax	AM SNACKS	Cheese Burger and 'Lemon Juice (200ml)			
25	pax	LUNCH	Porkchop, Chicken Cordon Bleu, 1 Plain Rice Vegetable, Soda (200ml), Mixed Fruits			
25	pax	PM SNACKS	Sliced Butter Cake and 'Bottled Iced Tea (200ml)			
			<b>DAY 9 - DECEMBER 5, 2024</b>			
25	pax	AM SNACKS	Hotdog Sandwich and 'Bottled Pineapple Juice (200ml)			
25	pax	LUNCH	Lechon Kawali, Sweet and Sour Fish, 1 Plain Rice Vegetable, Soda (200ml), Mixed Fruits			
25	pax	PM SNACKS	Sliced Chocolate Cake and 'Mango Juice (200ml)			
			"Terms and Conditions: 1. Payment shall be made three (3) working days upon receipt of the Billing/Statement of Account and Tax Clearance Issued by BIR. 2. Price shall be inclusive of 12% VAT and delivery charge. 3. Location Delivered: DBM ROVIII Conference Room, Villa Ruiz Road, Brgy. 77 Marasbaras, Tacloban City			
				139,800		

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. \_\_\_\_\_

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**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.

**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]*