



Office of the President of the Philippines
OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS

REQUEST FOR QUOTATION

27 August 2019

The Office of the Presidential Adviser on the Peace Process (OPAPP), through its Bids & Awards Committee (BAC), invites interested Suppliers/Contractors to submit their *lowest* and *responsive* quotation for Catering Services on the 6th to 8th of September 2019 at Multiple-Purpose Hall, Brgy Darapanan, Simuay, Sultan Kudarat, Maguindanao. Details of which are as follows:

A. Name of the Project	Catering Services during Pre- Decommissioning of MILF Combatants and Weapons.
B. Source of Fund	F.Y. 2019.
C. Approved Budget for the Contract (ABC)	Seven Hundred One Thousand Four Hundred Pesos (PhP701,400.00).
D. Mode of Procurement	Negotiated Procurement-Small Value Procurement (R.A. 9184).
E. Technical Requirements	Please see Annex "A".
F. Documentary Requirements	1) PhilGEPS Registration Number/ Certificate; 2) Mayor's/ Business Permit; 3) Latest Income/ Business Tax Return (<i>Tax Clearance will not be accepted</i>); 4) Omnibus Sworn Statement in accordance with sec. 25.3 of the 2016 IRR of RA 9184;

I. Terms & Conditions

- a) The ABC is inclusive of applicable taxes.
- b) Bid offer exceeding the ABC shall be automatically disqualified.
- c) The bid offer must be valid for thirty (30) calendar days upon receipt by the procuring entity.
- d) Documentary requirements must be submitted on or before the deadline of submission of bids. Late bids will not be accepted.

If you intend to send your bids through a courier, please ensure that we shall receive it before the deadline of submission of bid indicated below.

- e) Bids must be submitted in a sealed envelope with the (i) bidder's complete (postal) address; (ii) telephone number, fax and email address printed under its postal address; & (iii) the name of the project must be indicated in the center-uppermost.

Unsealed bids nor bids sent through email will not be accepted/ honored.

- f) All quotations must be inclusive of all applicable fees, and not subject to price escalation in case there will be an Order increasing the daily minimum wage.
- g) Subcontracting is not allowed.

II. Catering Services

For 6th and 8th of September 2019

III. Venue

Multiple-Purpose Hall
Brgy Darapanan, Simuay
Sultan Kudarat, Maguindanao

IV. Terms of Payment

Payment shall be made to the Catering Services upon submission of billing statement and certificate of Complete Delivery and Services by the End User Unit.

V. Deadline of Submission of Bids

Bids/Quotations must be submitted on or before SEP 03 2019, 12:00 pm.

VI. Submit your bids at:

BAC Secretariat's Office
6th Floor, Agustin I Bldg.
F.Ortigas Jr. Road
Ortigas Center
Pasig City

The OPAPP reserves the right to reject any and all quotations or bids, declare a failure of bidding or not award the contract in accordance with Section 41 of the IRR of R.A. 9184.

The contract will be awarded to the *lowest quotation* and *responsive* to our specifications and requirements.

For further inquiries, please coordinate with the BAC Secretariat at telephone number (02) 636 0701 local 818, or at opapp.bacsec@gmail.com.

Sincerely,


Ramil Navarro
AA III - TJRU

Noted by:



Wenie Lou Escala
Project Development Officer

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After having carefully read and accepted your terms and conditions, our best offer for the procurement of the above listed goods is (Please fill-in details: amount in words) (PhP _____).00).

Company Name: _____
Authorized Representative: _____
Signature: _____
Position: _____
Contact No.: _____
Email Add: _____

Technical Requirements (DNM)

- A. Packed Meals: *Breakfast* (for the whole duration of contract)
- 1) Meals must be pack in a paper box with disposable fork and spoon
 - 2) 1,460 pax: egg roll, beef steak, 2cups white rice, table banana, 350ml of bottled water (menu may vary per day)
- B. Packed Meals: *Lunch* (for the whole duration of contract)
- 1) For 1,350 pax
 - 2) Meals must be pack in a paper box with disposable fork and spoon
 - 3) 2 kinds of viands; beef Sinina, Pancit, two cups of rice, Coke Mismo (Menu may vary per day)
 - 4) 350 ml of bottled water
- C. Packed Meals: *Dinner*
- 1) For 1,460 pax (for the whole duration of contract)
 - 2) Meals must be pack in a paper box with disposable fork and spoon
 - 3) 2 types of viands: beef sinina, Beef Steak, pansit, plus two cups of rice and Coke mismo
 - 4) 350 ml of bottled water
- D. AM and PM Snacks:
1. For 1,350 pax (for the whole duration of contract)
 2. Chicken Sandwich/ Biko/Kakanin/Brownies and Soft drinks
- E. Other terms and conditions
- 1) Meals must be served before:
- | Meals | Time of Service |
|--------|-----------------|
| 7:00am | ➤ Breakfast |
| 12noon | ➤ Lunch |
| 5:30pm | ➤ Dinner |
- 2) Can serve extra fork and spoon as needed.
 - 3) Food must observe halal procedure
 - 4) Food must be ready before the agreed time of service/delivery.