



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

REQUEST FOR QUOTATION

23 September 2019

The Office of the Presidential Adviser on the Peace Process (OPAPP), through its Bids & Awards Committee (BAC), invites interested supplier or distributor to submit *lowest* and *responsive* quotation for Catering Services on 30 September 2019. Details of which are as follows:

A. Name of the Project	Catering Services for OPAPP Anniversary and Thanksgiving.
B. Source of Fund	F.Y. 2019
C. Approved Budget for the Contract (ABC)	Four Hundred Twelve Thousand Five Hundred Pesos (PhP412,500.00).
D. Mode of Procurement	Negotiated Procurement-Small Value Procurement (R.A. 9184).
E. Technical Requirements	Please see Annex "A"
F. Documentary Requirements	<ol style="list-style-type: none">1) PhilGEPS Registration Certificate;2) Mayor's/ Business Permit;3) Latest Income/ Business Tax Return;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, fees, and other pertinent costs.
- 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.

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

submitted to the BAC after the deadline for submission of bids will not be accepted.

- e) Late bids will not be accepted.
- f) 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.

Unsealed bids will not be accepted.

Submission of bids through email will not be accepted or honored.

- g) All quotations shall be considered as fixed price and not subject to price escalation.
- h) Subcontracting is not allowed. If a supplier/ distributor found to have subcontracted what was awarded to them, the Procuring Entity may exercise any or all of the following options:
 - (i) Ask the contractor or distributor to do what is ask of him/her under the contract.
 - (ii) Pay damages incurred by the Procuring Entity as a result of subcontracting.
 - (iii) Exercise remedies under existing laws.
- i) The interested supplier may contact the BAC Secretariat at (02) 636 0701 local 818 for inquiries/ clarifications.

II. Venue

Citymall Convetion Hall
Cotabato City

III. Catering Services

5 October 2019, 4pm and onwards.

IV. Terms of Payment

Payment shall be made to the contractor upon issuance of billing statement.

V. Deadline of Submission of Bids

Bids/Quotations must be submitted on or before SEP 30 2019, 9am.

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.

Sincerely,


Dale Dianne R. Laruza
PPO II - HRMO

Noted by:


Lalaine P. Cortes, MNSA
Director III - HRMO

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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: _____
Address: _____

Technical Requirements for Catering Services

Event Details:

Title: OPAPP 26th Anniversary and Thanksgiving

Date: 30 September 2019, 4:00 PM onwards

Venue: Citymall Convention Hall, Cotabato City

Dinner	Pica pica
Buffet Setting for 250 pax	Additional Cocktail Tables Setting 250
1) Sinandomeng Rice 2) Roast Chicken 3) Chopsuey with Quail egg 4) Grilled Tuna 5) Buttered Shrimp 6) Beef with White Sauce 7) Fruit Salad (Salad from Fruit cocktail) 8) Brownies 9) Glass of Coke & Water (200ml) 10) 1 whole Lechon BAKA (100-150 kgs) <i>*strictly no pork</i>	1) Beef Nachos 2) Fresh Mixed Fruits (Melon, Ripe Mango, Watermelon, Pineapple, Grapes, Honeydew) 3) Cheese sticks 4) Nuts (Almond, Cashew, Peanuts) 5) Chicken Lollipop 6) Calamares 7) Cocktail Drinks <i>*strictly no pork</i>

Other requirements:

- a. The catering services shall provide the following:
 - Physical arrangement, **Gray and Navy Blue color** as motif.
 - All necessary utensils
 - Complete Catering Set up with tables and chairs
 - Centerpiece on all tables
 - Platform for the stage and Simple Linen Stage Backdrop
 - Cocktails tables set up
 - A full complement of service staff ensure a delightful dining experience of the guests
- b. Dinner must be ready by 6:00 pm, Pica Pica foods and cocktails shall be served at 8:00 pm onwards.