REQUEST FOR QUOTATION

23 October 2019

The Office of the Presidential Adviser on the Peace Process (OPAPP), through its Bids & Awards Committee (BAC), invites interested Contractor to submit *lowest* and *responsive* quotation for Catering Services on the dates indicated in the Annex "A" herein. Details of which are as follows:

A. Name of the Project	Catering Services
B. Source of Fund	F.Y. 2019
C. Approved Budget for the Contract (ABC)	Eight Hundred Forty-Three Thousand Eight Hundred Forty Pesos (PhP843,840.00)
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 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 for the Catering Services**
Darapanan, Simuay
Sultan Kudarat
Maguindanao

III.   **Catering Services**
Please see Annex "A."

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 ___OCT 2 8 2019___, 12 noon___.

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,

Raquel B. Bogador
AO IV, JND

Noted by:

Wenie Lou Escala
PDO V, TJRU-JND

x - x

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

Company Name: _____

Authorized Representative: _____

Signature: _____

Position: _____

Contact No.:   _____

Email Add: _____

Address: _____

TECHNICAL REQUIREMENTS

Dates	QTY	UNIT	GOODS	SPECIFICATION
11/17/19	324	pax	Packed meal (Lunch)	250 ml bottled water, garlic chicken, chicken sotanghon, plain rice
	324		Packed meal (Dinner)	250 ml bottled water, beef tagalog, tauge, plain rice
11/18/19	324	pax	Packed meal (Breakfast)	Brewed coffee in a cup, fried boneless bangus, fried rice, pandesal, 250 ml bottled water
	324		Packed meal (Lunch)	250 ml bottled water, chicken adobo, bihon guisado, plain rice
	648		Packed meal (Dinner)	250 ml bottled water, chicken afritada, tinolang manok, plain rice
11/19/19	324	pax	Packed meal (Breakfast)	Brewed coffee in a cup, arroz caldo, chicken hotdog, fried rice, 250 ml bottled water
	108		Packed meal (Lunch)	250 ml bottled water, fried bangus, pinakbet, plain rice
	432		Packed meal (Dinner)	250 ml bottled water, beef caldereta, tinolang malasugue, plain rice
11/20/19	108	pax	Packed meal (Breakfast)	Brewed coffee in a cup, scrambled egg, plain rice, corned beef, 250 ml bottled water
	108		Packed meal (Dinner)	250 ml bottled water, lechon manok, kare-kare
11/24/19	324	pax	Packed meal (Lunch)	250 ml bottled water, fried bariles, chopsuey, plain rice
	324		Packed meal (Dinner)	250 ml bottled water, fish fillet, tauge, plain rice
11/25/19	324	pax	Packed meal (Breakfast)	Brewed coffee in a cup, dried salted fish, tortang talong, fried rice, 250 ml bottled water
	324		Packed meal (Lunch)	250 ml bottled water, lumpiang shanghai, pinakbet, plain rice
	648		Packed meal (Dinner)	250 ml bottled water, grilled tuna, tauge, plain rice
11/26/19	324	pax	Packed meal (Breakfast)	Brewed coffee in a cup, pandesal, beef tapa, fried rice, 250 ml bottled water
	307		Packed meal (Lunch)	250 ml bottled water, fried chicken, pinakbet
	631		Packed meal (Dinner)	250 ml bottled water, beef caldereta, tinolang manok, plain rice
	307			Brewed coffee in a cup, dried salted fish, tortang talong, fried rice, 250 ml bottled water

			Packed meal (Breakfast)	
11/27/19	47	pax	Packed meal (Lunch)	250 ml bottled water, pritong bariles, pinakbet, plain rice
	354		Packed meal (Dinner)	250 ml bottled water, chicken afritada, tauge
11/28/19	47	pax	Packed meal (Breakfast)	Brewed coffee in a cup, scrambled egg, chicken tocino, 250 ml bottled water
	47		Packed meal (Dinner)	250 ml bottled water, fish fillet, kare-kare
			*** Nothing Follows ***	