



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

**REQUEST FOR QUOTATION**

25 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	<b>Catering Services</b>
B. Source of Fund	<b>F.Y. 2019</b>
C. Approved Budget for the Contract (ABC)	<b>Four Hundred Twenty-Eight Thousand Pesos (PhP428,000.00)</b>
D. Mode of Procurement	<b>Negotiated Procurement-Small Value Procurement (R.A. 9184).</b>
E. Technical Requirements	<b>Please see Annex "A"</b>
F. Documentary Requirements	<b>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;</b>

**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**

Old Capitol, 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 \_\_\_\_\_.

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,*

  
**Janice M. Curayag**  
AO III-Socio Economic Unit

Noted by:

  
**Leila A. Halud**  
PPO V, Socio Economic Unit

x-----x

*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

QTY	UNIT	GOODS	SPECIFICATION
100	PAX	Breakfast x 4 days	Plain Rice, Sunny Side Up Egg, Chicken Hotdog, Beef Tapa Softdrinks & Bottled Water (Buffet and 500ml water)  With free Flowing Coffee, Pandesal , Arrozcaldo and Soup.
150	PAX	AM/PM Snacks x 4 days	Egg Sandwich, Biko, Softdrinks and Bottled Water. (Buffet and 500ml water)
150	PAX	Lunch x 4 days	Plain Rice, Fried Chicken, Bihon Guisado, Kare-Kare, Softdrinks and Bottled Water. (Buffet and 500ml water)  Dessert: Macaroni Salad
100	PAX	Dinner x 4 days	Plain Rice, Chicken Curry, Beef Steak, Sweet and Sour Fish, Softdrinks and Bottled Water. (Buffet and 500ml water)  Dessert: Fresh Fruits

- The above menu applies during the period of catering services from 6 to 9 of November 2019.