



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

REQUEST FOR QUOTATION

8 November 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)	Sixty-Three Thousand Pesos (PhP63,000.00)
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

APA Site - 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 NOV 13 2019, *Jpa*.

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
PPO V, TJRU-JND

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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

Dates	QTY	UNIT	GOODS	SPECIFICATION
11/18/19	25	pax	Packed meal (Breakfast)	- flowing coffee with creamer, fried dilis with raddish, itlog maalat, fried dried fish, plain rice, water (hot and cold dispenser)
	25		Packed meal (Lunch)	- canned juice 250 ml, garlic chicken, sotanghon guisado, plain rice, mango float, water (hot and cold dispenser)
	25		Packed meal (Dinner)	- buko pandan, grilled tuna, vegetable salad, plain rice, water (hot and cold dispenser)
11/19/19	25	Pax	Packed meal (Breakfast)	- flowing coffee with creamer, paksiw na bangus, boiled egg, plain rice, water (hot and cold dispenser)
	25		Packed meal (Lunch)	- bottled iced tea (250 ml), fried barilles, mixed vegetable, plain rice, macaroni salad, water (hot and cold dispenser)
	25		Packed meal (Dinner)	- bottled softdrinks (assorted ,250 ml), sauted shrimp, tinolang isda, mango tapioca, water (hot and cold dispenser)
11/20/19	25	pax	Packed meal (Breakfast)	- flowing coffee with creamer, pandesal, chicken hotdog, sunny side up, fried rice, water (hot and cold dispenser)
	25			- canned juice,

			Packed meal (Lunch)	chicken adobo, vegetable salad, fruit salad, water (hot and cold dispenser)
	25		Packed meal (Dinner)	- bottled softdrinks 250 ml (assorted), beef steak, tinolang manok, plain rice, water (hot and cold dispenser)
11/25/19	25	pax	Packed meal (Breakfast)	- flowing coffee with creamer, arroz caldo, boiled egg, fried bangus, plain rice, water (hot and cold dispenser)
	25		Packed meal (Lunch)	- bottled iced tea (250 ml), beef caldereta, lumpiang shanghai, buko salad, plain rice, water (hot and cold dispenser)
	25		Packed meal (Dinner)	- buko juice (250 ml), soy chicken, bihon guisado, mango float, plain rice, water (hot and cold dispenser)
11/26/19	25	pax	Packed meal (Breakfast)	- flowing coffee with creamer, scrambled egg, corned beef, fried rice, water (hot and cold dispenser)
	25		Packed meal (Lunch)	- bottled juice 250 ml, fried chicken, chicken sotanghon, fruit salad, plain rice, water (hot and cold dispenser)
	25		Packed meal (Dinner)	- bottled softdrinks 250 ml (assorted), escabeche, mixed vegetables, mango float, plain rice
				- flowing coffee

11/27/19	25	pax	Packed meal (Breakfast)	with creamer, fried dried fish, vegetable salad, plain rice, water (hot and cold dispenser)
	25		Packed meal (Lunch)	- canned juice 250 ml, fish fillet, bihon guisado, plain rice, mango tapioca, water (hot and cold dispenser)
	25		Packed meal (Dinner)	- buko juice 250 ml, kare-kare, fried barilles, plain rice, fruit salad, water (hot and cold dispenser)
11/28/19	25	pax	Packed meal (Breakfast)	- flowing coffee with creamer, chicken tocino, scrambled egg, fried rice, water (hot and cold dispenser)
	25		Packed meal (Lunch)	- bottled iced tea 250 ml, garlic chicken, mixed vegetable, plain rice, buko salad, water (hot and cold dispenser)
	25		Packed meal (Dinner)	- bottled softdrinks 250 ml (assorted), grilled tuna, kinilaw, plain rice, mango tapioca, water (hot and cold dispenser)