



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

**REQUEST FOR QUOTATION**

04 February 2020

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. 2020
C. Approved Budget for the Contract (ABC)	Three Hundred Ninety-Six Thousand Pesos (396,000.00)
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**

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 FEB 17 2020, 12pm.

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
75	PAX	February 18 to 20, 22 & 24, 2020.  BREAKFAST x6days	<i>February 18:</i> Plain Rice, Sunny Side Up Egg, Beef Hotdog, and water (Buffet and 500ml water)
			<i>February 19:</i> Plain Rice, Corned Beef, Scrambled Egg, and water (Buffet and 500ml water)
			<i>February 20:</i> Plain Rice, Beef Tapa, Bihon. and water (Buffet and 500ml water)
			<i>February 22:</i> Plain Rice, Eggplant mix with egg, Tuna Flakes and water (Buffet and 500ml water)
			<i>February 23:</i> Plain Rice, Saute Vegetables, Fried Fish and water (Buffet and 500ml water)
			<i>February 24:</i> Plain Rice, Beef Loaf, Chicken Hotdog. and water. (Buffet, 2 viands and 500ml water)
75	PAX	LUNCH x6days  Dessert: Macaroni Salad	<i>February 18:</i> Plain Rice, Chicken Afritada, Fried Fish, and water (Buffet and 500ml water)
			<i>February 19:</i> Plain Rice, Chicken Adobo, Sotanghon, and water (Buffet and 500ml water)
			<i>February 20:</i> Plain Rice, Beef Pochero, Chop suey esparagus with beef, and water (Buffet and 500ml water)
			<i>February 22:</i> Plain Rice, Chicken curry Fried Chicken, and water (Buffet and 500ml water)
			<i>February 23:</i> Plain Rice, Beef Steak Tagalog, Fried Fish and water (Buffet and 500ml water)
			<i>February 24:</i> Plain Rice, Pakbet Chicken Pochero and water. (Buffet, 2 viands and 500ml water)
75	PAX	AM/PM SNACKS	<i>February 18:</i> Cassava Cake (AM), Mamon (PM) and Juice (Buffet and 500ml water)
			<i>February 19:</i> Spaghettie (AM), Biko (PM) and Juice (Buffet and 500ml water)
			<i>February 20:</i> Beef Empanada (AM), Brownies (PM) and Juice (Buffet and 500ml water)

			<i>February 22: Fried Lumpia (AM), Ginataang Bilo Bilo (PM) and Juice (Buffet and 500ml water)</i>
			<i>February 23: Burger (AM), Chicken Siopao (PM) and Juice (Buffet and 500ml water)</i>
			<i>February 24: Bibingka (AM), Puto Cheese (PM) and Juice (Buffet and 500ml water)</i>
75	PAX	March 01, 2020 BREAKFAST x1day	<i>March 1: Plain rice, Toasted Chicken, Chopsuey, and water (Buffet and 500ml water)</i>
75	PAX	LUNCH x 1day	<i>March 1: Plain Rice, Fish Fillet, Beef Steak and water. (Buffet and 500ml water) Dessert: Mango Tapioca</i>
75	PAX	AM/PM SNACKS	<i>March 1: Chicken Siopao (AM), Beef Shanghai (PM) and Juice (Buffet and 500ml water)</i>
75	PAX	March 05, 8 to 10, 2020 BREAKFAST x4days	<i>March 5: Plain Rice, Beef Tapa, Scrambled Egg and water (Buffet and 500ml water)</i>
			<i>March 8: Plain Rice, Boiled Egg, Fried Chicken and water (Buffet and 500ml water)</i>
			<i>March 9: Plain Rice, Chopsuey, Fried Fish and water (Buffet and 500ml water)</i>
			<i>March 10: Plain Rice, Corned Beef, Sunny Side up egg and water (Buffet and 500ml water)</i>
75	PAX	LUNCH x4days Dessert: Buko Pandan	<i>March 5: Plain Rice, Beef Steak, Sotanghon, and water (Buffet and 500ml water)</i>
			<i>March 8: Plain Rice, Chicken curry, Chicken Sisig, and water (Buffet and 500ml water)</i>
			<i>March 9: Plain Rice, Chopsuey, Fried Fish and water (Buffet and 500ml water)</i>
			<i>March 10: Plain Rice, Beef Pochero, Fried Chicken and water (Buffet and 500ml water)</i>
75	PAX	AM/PM SNACKS	<i>March 5: Brownies (AM), Puto Cheese (PM) and Juice (Buffet and 500ml water)</i>
			<i>March 8: Fresh Lumpia (AM), Fried Siomai and Juice (Buffet and 500ml water)</i>
			<i>March 9: Cheese Cake (AM) Seafood Pasta (PM) and Juice (Buffet and 500ml water)</i>

			<i>March 10:</i> Chicken Sandwich (AM), Chicken Empanada (PM) and (Buffet and 500ml water)
			<b>Catering Service Inclusions:</b> Flowing Coffee and One (1) Standby crew.

- The above menu applies during the period of catering services from 18-20, and 22-24 of February and 1,5,8,9 and 10 of March 2020.