



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

REQUEST FOR QUOTATION

28 June 2020

The Office of the Presidential Adviser on the Peace Process (OPAPP), through its Bids & Awards Committee (BAC), intends to apply the sum of **One Hundred Twenty-Two Thousand Five Hundred Pesos (Php122,500.00)**, being the Approved Budget for the Contract (ABC) to be paid for the Small Value Procurement, as defined under section 53.9 of the IRR of RA 9184, for **Catering Services on 17 to 21 and 24 to 25 of August 2020**, at **OPAPP Office, Ortigas Center, Pasig City**. Details of which are as follows:

Lot	Goods	No. of Pax	Venue for the Services	Other Terms and Conditions
1	Catering Services	25 pax per day	OPAPP, Agustin Bldg., Ortigas Center, Pasig City	<ul style="list-style-type: none"><li>- Delivery and serving strictly in food packs</li><li>- Breakfast and Lunch</li><li>- Strictly <b>no pork</b></li><li>- Others, see <b>Annex A</b></li></ul>

The OPAPP now invites contractors for catering services to submit price quotations for the above items.

The contract will be awarded to the **lowest quotation** and **responsive** to the specifications and requirements.

For further inquiries, please coordinate with the BAC Secretariat at telephone number (02) 636-0706 or at [opapp.bacsec@gmail.com](mailto:opapp.bacsec@gmail.com).

Sincerely,

  
**MA. FATIMA R. DEL VALLE**  
Project Development Officer, RMD

Noted by:

  
**JENNIE CLAIRE L. MORDENO**  
Director IV, Resource Management Department

## TERMS & CONDITIONS

- a) The ABC indicated above, for Catering Services, is inclusive of applicable taxes, fees, and/or levies payable.
- b) The contract shall be awarded to the lowest and responsive bid. Bid amount exceeding the ABC shall be automatically disqualified.
- c) The price quotation must be valid for one hundred twenty (120) calendar days from the date of submission of bids.
- d) Bidder shall submit copy of the following documents with all its pages on or before 3 Aug. 2022, 1pm on the place specified below:
  1. Mayor's/Business Permit
  2. PhilGEPS Registration Number
  3. Latest Income/Business Tax Return
  4. Omnibus Sworn Statement: Original Copy

None submission of any or all of the document will be declared ineligible to bid and hence, the bid shall be disqualified.

The above documents shall be submitted in a sealed envelope with the name of the sender, complete mailing address, email address, and telephone or mobile number. Without such details, the bid shall not be accepted.

Submit your bidding documents at:

*BAC Secretariat's Office  
3<sup>rd</sup> Floor, Agustin I Bldg.  
F. Ortigas Jr. Road (formerly Emerald Ave.)  
Ortigas Center, Pasig City*

- e) Late bids shall not be accepted. If you intend to send your bids through a courier, please ensure that we shall receive it before the deadline for submission of bids.
- f) OPAPP shall conduct evaluation/inspection of goods to be supplied to OPAPP before an award shall be issued.
- g) Subcontracting is not allowed.
- h) Catering Services on the date indicated above.
- i) Venue for Catering Services  
**Office of the Presidential Adviser on the Peace Process (OPAPP)**  
**7th Floor Agustin I Bldg., F. Ortigas Jr. Road**  
**Ortigas Center, Pasig City**
- j) Payment shall be made to the contractor/caterer upon complete delivery and submission of pertinent documents.
- k) Replacement of defective item/s shall be made within seven (7) days from receipt of the supplier or distributor of the formal written notice.
- l) 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.

### Other Terms and Conditions

*Kindly provide details here as to the services you want to have for your caterer*

PARTICULARS	TERMS AND CONDITIONS
Catering Requirements	<p><b>Food: Breakfast and lunch FOOD PACKS</b></p> <p><b>No. of Pax: 25 pax</b> per day for 7 days</p> <p><b>Menu:</b></p> <ul style="list-style-type: none"> <li>• Caterer to offer menu per day based on budget ceiling of PhP700 per pax per day</li> <li>• Strictly NO PORK</li> </ul> <p><b>Budget:</b></p> <ul style="list-style-type: none"> <li>• 25 pax X PhP 700 x 7 days = <b>PhP 122,500.00</b></li> <li>• Breakfast estimated at PhP 200-300 per pax</li> <li>• Lunch estimated at PhP 400-500 per pax</li> </ul>
Schedule and Delivery	<p>Delivery and serving of <b>food packs:</b></p> <ul style="list-style-type: none"> <li>• For 7 days: <b>August 17 to 21</b> and <b>August 24 to 25</b></li> <li>• <b>Breakfast</b> to be served at 8:30 AM. Food packs must be delivered/available by 8:00 AM.</li> <li>• <b>Lunch</b> to be served at 12:30 NN. Food packs must be delivered/available by 12:00 NN</li> <li>• <b>Assigned OPAPP staffs to distribute food packs to pax</b></li> </ul>
Supplier's Obligations	<ul style="list-style-type: none"> <li>• Foods must be delivered in good condition/quality and safe for consumption</li> <li>• Foods must be delivered in unmarked packaging (plain boxes, plastic spoon and fork, bottled/plastic beverages)</li> <li>• In the event that foods are spoiled, defected, broken, or which results in food poisoning, allergies, or related harmful effects to the pax, the supplier shall be responsible and/or legally liable for such incident and shall release OPAPP from any claim related to such matter.</li> </ul>
Terms of Payment	<p><b>Statement of Account (SOA) through sendbill:</b></p> <ul style="list-style-type: none"> <li>• Delivery invoice to be furnished to OPAPP in actual each day after receipts of items</li> <li>• <b>Statement of Account/Billing Statement</b> to be furnished to OPAPP upon completion of activities</li> </ul> <p><b>Direct Payment, to be settled in full seven (7) days after receipt of billing/SOA.</b></p>

## QUOTATION FORM

OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS  
Agustin I Bldg.  
F.Ortigas Jr. Road  
Ortigas Center, Pasig City

Dear **Sir/Ma'am**,

After having carefully read and accepted your terms and conditions, we are pleased to quote you for the following items:

Lot	Technical Requirements	Statement of Compliance	No. of Pax	Total Cost
1	Catering Services on 17 to 21 and 24 to 25 of August 2020, at Office of the Presidential Adviser on the Peace Process (OPAPP), Agustin I Bldg., F.Ortigas Jr. Road, Psig City.			

Prices in the above offer are certified true and correct.

Sincerely,

\_\_\_\_\_  
(Signature over Printed Name of the Authorized Representative)

Company Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email Add: \_\_\_\_\_