



Office of the President of the Philippines  
**PRESIDENTIAL COMMUNICATIONS OFFICE**  
Manila

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Date : 18 October 2024

RFQ No. : **2024-10-222**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
TIN : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The **Presidential Communications Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Small Value Procurement under Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Procurement of Meals (Catering Services) for the FOI Workshop Librarians entitled “LibVOCACY in Practice: Empowering Libraries through Institutional Initiatives and FOI” (Procurement/Contract No. 2024-10-222)**, with an Approved Budget for the Contract in the amount **One Hundred Fifty-Seven Thousand Fifty Pesos (PHP 157,050.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Kindly submit this RFQ [via e-mail \(bac1@pco.gov.ph\)](mailto:bac1@pco.gov.ph) duly accomplished and signed by you or your duly authorized representative **not later than 22 October 2024 at 08:00 AM<sup>1</sup>**.

May we also request your good office to submit the following documentary requirements:

1. PhilGEPS registration number (**kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard.**)
2. Valid Mayor’s/Business Permit (for recently expired permit, please attach a copy of the Official Receipt as proof of renewal.);
3. Duly Signed/Accomplished Omnibus Sworn Statement (*template attached hereto as Annex “A”.*) **to be Notarized by the eligible Lowest/Single Calculated Bidder**; and
4. **Copy of BIR form no. 2303** (for the purpose of processing payment once identified as the winning supplier and after delivery.

<sup>1</sup> In case there is suspension of work (due to declaration of special non-working day or fortuitous event) on the scheduled deadline for submission and opening of Price Quotation, said deadline shall be moved to the next working day at same venue and time.



For any clarification, you may contact us via email at [bac1@pco.gov.ph](mailto:bac1@pco.gov.ph)

*Original Signed*  
**MILDRED A. GACUTAN**  
 Member, BAC Secretariat

**INSTRUCTIONS:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.
5. For suppliers that submitted an accomplished RFQ within the initial deadline, the BAC Secretariat may require the submission of a correct/updated documentary requirement within a given set deadline in case of an incomplete or defective eligibility documents.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Procurement of Meals (Catering Services) for the FOI Workshop Librarians entitled “LibVOCACY in Practice: Empowering Libraries through Institutional Initiatives and FOI” (Procurement/Contract No. 2024-10-222)</b> <i>Important Note: State “Comply” in the column “Statement of Compliance” against each of the individual parameters of the each “Specifications”.</i>		
<b>Technical Specifications</b>	<b>Quantity</b>	<b>Statement of Compliance</b>
<b>Nature of Event: LibVOCACY in Practice: Empowering Libraries through Institutional Initiatives and FOI in Manila</b> <b>Event Date:</b> 06 November 2024 <b>Venue:</b> National Library of the Philippines, Manila <ul style="list-style-type: none"> <li>• Catering Service / Meals with table cloth for 50 tables</li> </ul> <b>Buffet Set-up</b> <b>Heavy AM Snacks</b> <ul style="list-style-type: none"> <li>• Shall include pasta, sandwich, assorted fruits, and iced tea/juice</li> <li>• Shall be served at 9:00 AM</li> </ul> <b>Heavy Lunch</b> <ul style="list-style-type: none"> <li>• Shall include soup and salad, chicken, beef, vegetables, rice, dessert, pasta/noodles, and iced tea/juice/soft drinks</li> <li>• Shall be served at 12:00NN</li> <li>• 5 plated lunch for VIP/Speakers</li> </ul> <b>Heavy PM Snacks</b> <ul style="list-style-type: none"> <li>• Shall include pasta, sandwich, assorted fruits, and iced tea/juice</li> <li>• Shall be served at 3:00PM</li> </ul>	<b>150 pax</b>	

**IMPORTANT NOTES:**

- I. Provision of 2-3 waiters/servers during the event.
- II. Service charge, delivery charge, utensils (i.e., sterilized spoon and fork; availability of disposable spoon and fork upon request; cup; tissue; etc.) and other related expenses must be included;
- III. Menu subject to the approval of FOI-PMO
- IV. The date may change 2 weeks prior to or 8 weeks after the indicated date;
- V. Payment will be on a Send Bill Arrangement (i.e., full payment will be made after the completion of the event). Thus, no down payment will be made;
- VI. Price Quotation shall be valid for six (6) months:

**GENERAL CONDITIONS:**

- I. Supplier shall submit signed proposal/quotation and submit details of your company;
- II. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative;
- III. Supplier must be **PhilGEPS Accredited (at least Red Membership registration)**;
- IV. No down payment:
- V. Payment will be on a **SEND BILL ARRANGEMENT**, i.e., full payment will be made after the completion of the event of delivery of the service/product;
- VI. Price validity shall be for a period of sixty (60) calendar days;
- VII. Price quotations shall be inclusive of all costs and applicable tax (i.e., bank charges, VAT, other charges, energy fee, consultants fee, agency fee, etc.)
- VIII. Payment processing is after service/product have been delivered; and
- IX. Landbank Account is preferred to avoid bank charges, if not, supplier shall shoulder the bank charge/s

**FINANCIAL OFFER**

Please quote your **best offer**. Please do not leave any blank item. Indicate “0” if item being offered is for free.

**Procurement of Meals (Catering Services) for the FOI Workshop Librarians entitled “LibVOCACY in Practice: Empowering Libraries through Institutional Initiatives and FOI” (Procurement/Contract No. 2024-10-222)**  
**ABC: One Hundred Fifty-Seven Thousand Fifty Pesos (PHP 157,050.00)**

<b>Item No.</b>	<b>Description/Technical Specifications</b>	<b>Quantity and Unit of Measure</b>	<b>Unit Price</b>	<b>Total Price per Item (inclusive of taxes)</b>
1	(Catering Services) for the FOI Workshop Librarians	150 pax		
<b>Grand Total in words:</b>			<b>Grand Total in figures:</b>	

**Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.*

**Payment Details:**

*Banking Institution:*

*Account Number:*

*Account Name:*

*Branch:*

**TERMS AND CONDITIONS:**

- Suppliers/Service providers shall provide correct and accurate information required in this form.
- Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The PCO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by

the supplier, contractor or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor or consultant.**

10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name	
Position/Designation	
Office Telephone/ Fax/ Mobile Nos	
Email address/es	