



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

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Date : 22 May 2025

RFQ No. : **2025-05-054**

Name of Company	:	_____
Address	:	_____
TIN	:	_____
PhilGEPS Registration No.	:	_____
Purchase Request No.	:	<b>2025-05-054</b>
End-User Unit	:	Office of the Undersecretary for Digital Media Services (OUDMS)
APP CY 2025 Reference:	:	<u>1st APP 2025</u>
Source of Fund	:	<u>GAA 2025 - Regular Fund</u>

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 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Procurement of Catering Services for the 5<sup>th</sup> Leg of the Unified Communications (UniComm) Assembly for the OUDMS of the Presidential Communications Office (Procurement/Contract No. 2025-05-054)**, With an Approved Budget for the Contract in the amount of **Forty Thousand Pesos (PHP 40,000.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ [via e-mail \(procurement@pco.gov.ph\)](mailto:procurement@pco.gov.ph), duly accomplished and signed by you or your duly authorized representative, **not later than 26 May 2025 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); and
3. **Copy of BIR form no. 2303** (for the purpose of processing payment once identified as the winning supplier and after delivery.

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

*Original Signed*

**JOHN JAFET A. SORIANO**

Member, BAC Secretariat

<sup>1</sup> In case there is suspension of work (due to declaration of a 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 the same venue and time.



**INSTRUCTIONS:**

- Accomplish this RFQ correctly and accurately.
- Do not alter the contents of this form in any way.
- All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- Failure to follow these instructions will disqualify your entire quotation.
- 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 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 Catering Services for the 5<sup>th</sup> Leg of the Unified Communications (UniComm) Assembly for the OUDMS of the Presidential Communications Office (Procurement/Contract No. 2025-05-054)</b>								
<i>Important Note: State “<b>Comply</b>” in the column “<b>Statement of Compliance</b>” against each of the individual parameters of each “Specification”.</i>								
<b>Technical Specifications</b>	<b>Quantity</b>	<b>Statement of Compliance</b>						
Catering Services for the 5th Leg of the Unified Communications (UniComm) Assembly for the OUDMS  <b>Date of Event:</b> 28 May 2025 (1 day) <b>Venue:</b> Kalayaan Hall, Malacañang Palace <table border="1"> <thead> <tr> <th>Serving Time Requirements</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Buffet PM Snack</td> <td>1:00 PM</td> </tr> <tr> <td>PM Snack</td> <td>5:00 PM</td> </tr> </tbody> </table> <i>(All meals shall be delivered before the specified serving time.)</i>	Serving Time Requirements	Time	Buffet PM Snack	1:00 PM	PM Snack	5:00 PM		
Serving Time Requirements	Time							
Buffet PM Snack	1:00 PM							
PM Snack	5:00 PM							
<b>Buffet PM Snacks</b> <ul style="list-style-type: none"> <li>➤ Pasta/Noodles</li> <li>➤ Includes three (3) dishes, complemented by: 1) Savory finger foods and bites, 2) Bread and pastry selection, and 3) Cold and refreshing dessert choices</li> <li>➤ With drinks, at least 350ml of bottled/canned juice/soft drinks.</li> </ul>	50 pax							
<b>Inclusions:</b> <ul style="list-style-type: none"> <li>➤ <b>Set-up Style:</b> Round Table with fifty (50) chairs</li> <li>➤ Suppliers must provide round tables and chairs for 50 pax.</li> <li>➤ Suppliers must be <b>IHAO Certified</b>.</li> <li>➤ Managing buffet Style must include Service charge, waiters/servers, delivery charge, utensils (i.e., sterilized spoons</li> </ul>								

<p>and forks; plates, drinking glasses, availability of wooden cutlery, e.g., spoons and forks, cups, tissue; upon request), and other related expenses must be INCLUDED.</p> <ul style="list-style-type: none"> <li>➤ The provider shall submit a minimum of 5 types of viands (set menu) for each main dish, and the menu shall be subject to <b>approval</b> by the <b>End-user unit</b>.</li> <li>➤ Date of booking may be changed/rebooked, with at least three (3) days' notice before the event date originally booked</li> </ul>	
<p><b>Additional Inclusions:</b></p> <ul style="list-style-type: none"> <li>➤ Inclusion of pica-pica (e.g., trail mixed nuts, candies, crackers, and the like)</li> <li>➤ Grazing Table set-up, final number of tables and chairs will be provided by the End-user unit.</li> <li>➤ Free-flowing Coffee, tea, or juice for each set of meals, and water.</li> <li>➤ Managing buffet Style must include Service charge, waiters/servers, delivery charge, utensils (i.e., sterilized spoons and forks; plates, drinking glasses, availability of wooden cutlery, e.g., spoons and forks, cups, tissue; upon request), and other related expenses must be <b>INCLUDED</b>.</li> <li>➤ The provider shall submit a minimum of 5 types of viands (set menu) for each main dish, and the menu shall be subject to <b>approval</b> by the <b>End-user unit</b>.</li> <li>➤ The date of the booking may be <b>changed/rebooked</b>, with at least <b>three (3) days'</b> notice before the event date originally booked.</li> </ul>	
<p><b>General Conditions</b></p> <ol style="list-style-type: none"> <li>I. Supplier shall submit a signed proposal/quotation and submit details of your company.</li> <li>II. The food menu should be planned with careful consideration of guests' allergies and dietary restrictions, while also prioritizing the reduction of single-use plastic utensils.</li> <li>III. The winning Supplier or Service provider will submit all necessary permits issued by various government agencies (e.g., sanitary and operational permits)</li> <li>IV. In case of spoilage, the caterer shall be obliged to: Replace the spoiled food <b>immediately</b>, or the total cost of the spoiled food will be deducted from the total contract price, or <b>Outright cancellation</b> upon reaching <b>ten (10) percent</b> of the total amount of the contract price.</li> <li>V. In case of <b>food poisoning</b>, there shall be an outright cancellation of the contract. The caterer shall be outright blacklisted. The caterer shall shoulder the expenses in the case of hospitalization/medical treatment of personnel and/or guests affected.</li> <li>VI. The total cost of the spoiled food will be deducted from the total contract price, or</li> <li>VII. Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative;</li> </ol>	

VIII.	Supplier must be <b>PhilGEPS Accredited (at least Red Membership registration)</b> ;	
IX.	No down payment:	
X.	Payment will be on a <b>SEND BILL ARRANGEMENT</b> , i.e., full payment will be made after the completion of the event of delivery of the service/product;	
XI.	The price quotation shall be <b>inclusive of all costs and applicable taxes</b> (i.e., VAT, delivery fee, bank, and other charges);	
XII.	Must not be blacklisted and must not have negative end-user feedback from the PCO;	
XIII.	Must not have a derogatory record in the PCO and other government agencies.	
XIV.	Price validity shall be for a period of sixty (60) calendar days;	
XV.	Price quotations shall be inclusive of all costs and applicable tax (i.e., bank charges, VAT, other charges, energy fees, consultants' fees, agency fees, etc.)	
XVI.	Payment processing is after the service/product has been delivered; and	
XVII.	A 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 items. Indicate **"0"** if the item being offered is for free.

Catering Services for the 5th Leg of the Unified Communications (UniComm) Assembly for the OUDMS	<b>APPROVED BUDGET FOR THE CONTRACT (ABC): Forty Thousand Pesos (PHP 40,000.00).</b> <i>Note: The submitted Bid amount should not exceed the ABC</i>			
Description	Quantity	Unit Price	No. of Day/s	Subtotal
Buffet PM Snacks	50		1	
<b>TOTAL OFFERED QUOTATION (Total Amount for all Items)</b>		In words:		
		<hr/> <hr/>		
		Figures:		
		<b>P</b> <hr/>		

### **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.

3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. 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.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The PCO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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	