



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

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Date : 26 June 2025

RFQ No. : **2025-06-066**

|                           |   |   |
|---------------------------|---|---|
| Name of Company           | : | _____   |
| Address                   | : | _____   |
| TIN                       | : | _____   |
| PhilGEPS Registration No. | : | _____   |
| Purchase Request No.      | : | <b>2025-06-066</b>                              |
| End-User Unit             | : | MEDIA ACCREDITATION AND RELATIONS OFFICE (MARO) |
| APP CY 2025 Reference:    | : | <u>4TH APP 2025</u>                             |
| Source of Fund            | : | <u>GAA 2025</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 for 2025 SONA Media Coverage - Catering Services and Packed Meals (Procurement/Contract No. 2025-06-066)** with an Approved Budget for the Contract in the amount of **Two Hundred Twenty Thousand Pesos (PHP 220,000.00)**.

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 01 July 2025 at 08:00 A.M**<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.);

<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.



3. Duly Signed/Accomplished Revised and Updated 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.

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

(Original Signed)  
**ZARAH GRACE M. REYES**  
 BAC Secretariat

**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 an incomplete or defective eligibility

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

| <b>Procurement for 2025 SONA Media Coverage - Catering Services and Packed Meals (Procurement/Contract No. 2025-06-066)</b><br><i>Important Note: State “<b>Comply</b>” in the column “<b>Statement of Compliance</b>” against each of the individual parameters of each “<b>Specifications</b>”.</i> |                 |                                |
|---|-----------------|--------------------------------|
| <b>Technical Specifications</b>   | <b>Quantity</b> | <b>Statement of Compliance</b> |
| <b>Procurement for 2025 SONA Media Coverage - Catering Services and Packed Meals</b> <ul style="list-style-type: none"> <li>• <b>Date:</b> 28 July 2025</li> <li>• <b>Venue:</b> Batasan Pambansa – Quezon City</li> </ul>  |                 |                                |

|  |                              |  |
|--|------------------------------|--|
| <p><b>1. BUFFET SETUP</b></p> <p><b>FOR THE LUNCH MENU:</b></p> <ul style="list-style-type: none"><li>- Two (2) Main Dishes–<br/>Pork/Beef/Chicken/Fish</li><li>- One (1) Side Dish – Vegetables</li><li>- Soup</li><li>- Unlimited Rice</li><li>- Dessert – Fruits/Pastries/Frozens</li><li>- One (1) Round Soda/Juice</li><li>- Unlimited Purified Drinking Water</li></ul>  | <p><b><u>200 PAX</u></b></p> |  |
| <p><b>PM SNACKS</b></p> <ul style="list-style-type: none"><li>- Pasta</li><li>- Bread</li><li>- One (1) Round of Soda/Juice</li></ul>  |                              |  |
| <p><b>COFFEE BREAK</b></p> <ul style="list-style-type: none"><li>- Free flowing coffee with sachets of creamer and sugar.</li></ul> <p><b>Note:</b> Paper Cups and stirrer should be included</p>  |                              |  |
| <p><b>Inclusions:</b></p> <ul style="list-style-type: none"><li>• Full Catering setup with uniformed food servers, table and chairs;</li><li>• All utensils and equipment must be sanitized and food with the option of take-away to be placed individually in a clean styro/paper box/bento box;</li><li>• Service Charge, waiters/servers, 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.</li><li>• The supplier must provide at least 30 pieces chairs with cloth cover and 3 tables for 200 pax for the buffet setup;</li><li>• The supplier must provide at least uniformed waiters; and</li><li>• The supplier must ensure to deliver all meals on 28 July 2025 on the set time schedule at the final venue of the event.</li></ul> |                              |  |

|   |                       |  |
|---|-----------------------|--|
| <p><b>2. PACKED (IN BENTO BOX)</b></p> <p><b>FOR THE LUNCH</b></p> <ul style="list-style-type: none"> <li>-Two (2) Main Dishes -<br/>Pork/Beef/Chicken/Fish</li> <li>-One (1) Side Dish - Vegetables</li> <li>-Soup</li> <li>-Rice</li> <li>-Dessert - Fruits/Pastries/Frozen</li> <li>-Bottled Soda/Juice</li> </ul>   |                       |  |
| <p><b>FOR THE PM SNACKS:</b></p> <ul style="list-style-type: none"> <li>- Pasta</li> <li>- Bread</li> </ul> <p><b>Inclusions:</b></p> <ul style="list-style-type: none"> <li>-Packed disposable spoon, fork, knife and tissue; and</li> <li>-To be delivered at the Press Working Area, New Executive Building, Malacañan, Manila on the same day.</li> </ul>   | <b><u>100 PAX</u></b> |  |
| <p><b>Important Notes:</b></p> <ul style="list-style-type: none"> <li>-Provider must put a dietary restriction label (example seafood, egg etc.)</li> <li>- The date may charge two (2) weeks prior to eight (8) weeks after the indicated date herein;</li> <li>- Menu is subject to final approval of PCO;</li> <li>- Agreement may be subject to rescheduling and cancellation subject to protocol and guidelines established by the IATF/LGU;</li> </ul>  |                       |  |
| <b>General Terms and Conditions:</b>  |                       |  |
| <p><b>I.</b> Food tasting to the winning provider. Kindly prepare a small amount or portion of food to our three (3) to five (5) personnel to evaluate the consistency of their product and service.</p> <ul style="list-style-type: none"> <li>- 3 dishes (1 pork, 1 beef, 1 chicken, 1 seafood)</li> <li>- 3 vegetable dishes</li> <li>- 3 desserts</li> </ul> <p><b>II.</b> The delivery charge/fee, utensils (i.e., disposable spoon and fork, <b>microwavable food container (bento box)</b>; paper cups; tissue; etc. and other related expenses must be <b>INCLUDED</b>.</p> |                       |  |

|   |  |
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| <p><b>III.</b> Supplier shall submit a signed proposal/quotation and submit details of your company.</p> <p><b>IV.</b> The winning Supplier or Service provider will submit all necessary permits issued by various government agencies (e.g., sanitary and operational permits)</p> <p><b>V.</b> 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.</p> <p><b>VI.</b> In case of <b>food poisoning</b>, there shall be an outright cancellation of the contract. The caterer may be held liable for blacklisting. The caterer shall shoulder the expenses in the case of hospitalization/medical treatment of personnel and/or guests affected.</p> <p><b>VII.</b> The total cost of the spoiled food will be deducted from the total contract price, or</p> <p><b>VIII.</b> Supplier shall quote the lowest price on the item/s listed and submit a filled-out quotation duly signed by their representative;</p> <p><b>IX.</b> Supplier must be <b>PhilGEPS Accredited (at least Red Membership registration)</b>;</p> <p><b>X.</b> No down payment:</p> <p><b>XI.</b> 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;</p> <p><b>XII.</b> The price quotation shall be <b>inclusive of all costs and applicable taxes</b> (i.e., VAT, delivery fee, bank, and other charges);</p> <p><b>XIII.</b> Must not be blacklisted and must not have negative end-user feedback from the PCO;</p> <p><b>XIV.</b> Must not have a derogatory record in the PCO and other government agencies.</p> <p><b>XV.</b> Price validity shall be for a period of sixty (60) calendar days;</p> <p><b>XVI.</b> 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.)</p> <p><b>XVII.</b> Payment processing is after the</p> |  |
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| service/product has been delivered; and  |  |
| <b>XVIII.</b> 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 for the item/s below. Please do not leave any blank items. Indicate “0” or “-” if the item being offered is for free.

|   |                 |   |                 |
|---|-----------------|---|-----------------|
| <b>Procurement for 2025 SONA Media Coverage - Catering Services and Packed Meals (Procurement/Contract No. 2025-06-066)</b> |                 | <b>APPROVED BUDGET FOR THE CONTRACT (ABC) TWO HUNDRED TWENTY THOUSAND PESOS (PHP 220,000.00):</b><br><br><i><b>Note:</b> The submitted Bid amount should not exceed the ABC</i> |                 |
| <b>Description</b>  | <b>Quantity</b> | <b>Unit Price</b>   | <b>Subtotal</b> |
| <b>Buffet Set Up:</b>   |                 |   |                 |
| Lunch   | 200 pax         |   |                 |
| PM Snack  | 200 pax         |   |                 |
| Coffee Break  | 200 pax         |   |                 |
| <b>Packed (Bento Box):</b>  |                 |   |                 |
| Lunch   | 100 pax         |   |                 |
| PM Snack  | 100 pax         |   |                 |
| <b>TOTAL OFFERED QUOTATION<br/>(Total Amount for all Items)</b>   |                 | In words:   |                 |
|   |                 | _____   |                 |
|   |                 | Figures:  |                 |
|   |                 | <b>₱</b> _____<br>-   |                 |

**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. A Bank Transfer fee shall be charged against the creditor's account.*

**Payment Details:**

*Banking Institution:*

*Account Number:*

*Account Name:*

*Branch:*

**TERMS AND CONDITIONS:**

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. 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 initiated 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 number 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<br>Nos |  |
| Email address/es                     |  |



***(KINDLY USE THIS UPDATED OSS)***

***Attached is the Word File to be used  
Omnibus Sworn Statement (Revised)  
[shall be submitted with the Bid]***

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REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international

financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;

- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.
11. *[Name of Bidder]* hereby assigns the following contact person/representative, number/s and e-mail address/es as the official contact person, telephone number and contact reference of the company where the PCO BAC official notices may be transmitted.

|                         |  |
|-------------------------|--|
| <b>Contact Person:</b>  |  |
| <b>Telephone No/s.:</b> |  |
| <b>E-mail Address:</b>  |  |
| <b>Mobile No.:</b>      |  |

It is understood that notice/s transmitted in any of the above-stated contact person/representative, telephone number and/or e-mail address are deemed received as of its transmittal, and the reckoning period for the reglementary periods stated in the bidding documents and the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

**SUBSCRIBED AND SWORN** to before this day of [month] [year] at [place of execution], Philippines. Affiant/s known to me, and known to be the same person/s in the exhibited [insert type of government identification card used<sup>2</sup>],

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<sup>2</sup>The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice.

with his/her photograph and signature appearing thereon, with no.  
\_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_  
at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**NOTARY PUBLIC**

My commission expires Dec. 31, 20\_\_\_\_;  
Not. Reg. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book \_\_\_\_\_;  
Series of 20 \_\_\_\_\_

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"Sec. 12. Competent Evidence of Identity - The phrase "competent evidence of identity" refers to the identification of an individual based on:

*At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSTS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification.*