



REQUEST FOR QUOTATION

PROCUREMENT OF CATERING SERVICES FOR THE PROCUREMENT SERVICE 41st ANNIVERSARY ON OCTOBER 18, 2019

AMP-024-19(SVP)

Sir/Madam:

Please quote your best proposal for the item/s described below using the Price Proposal Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

LOT	QTY	UOM	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	460	PAX	PROCUREMENT OF CATERING SERVICES FOR THE PROCUREMENT SERVICE 41 st ANNIVERSARY ON OCTOBER 18, 2019	PHP 283,360

Submit your proposal duly signed by you or your duly authorized representative, not later than **15 October 2019 at 10:00am**. Proposals shall be submitted at the address indicated below:

Mary Willen DJ. Renomeron
Secretariat, Internal BAC
General Administrative Division
2nd Floor, PS Complex
Procurement Service-PhilGEPS
Cristobal Street, Paco, Manila

Only one (1) set of documents certified to be true copies of the original shall be required. In case, however, a supplier intends to submit proposals for several Request for Quotations in which the deadline of submission and opening of proposals are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFQs where it wishes to participate. The envelope shall

contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

Proposals and other documents required may be sent electronically to internal-bacsec@ps-philgeps.gov.ph. Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Late submission of quotations shall not be accepted and considered.

(SGD.) MR. JOSEPH CONRAD D. DUEÑAS
Vice Chairperson, Internal BAC

N.B.: Suppliers not directly invited may participate. The duly accomplished Proposal (Annex A) shall be submitted on or before the deadline for submission of proposal or any extension thereof. The following supporting documents may be submitted anytime during submission of offers, evaluation of offers, before issuance of Notice of Award or prior to payment:

- 1. Mayor's Permit for the year 2019;*
- 2. PhilGEPS Registration Number;*
- 3. Income Tax Return; and*
- 4. Omnibus Sworn Statement.*

PhilGEPS Platinum Registration Certificate may be submitted in lieu of the enumerated documents.

Instructions for format and signing as stated above shall apply to non-directly invited suppliers.

Price Proposal Form

Date: _____

The Chairperson, Internal Bids and Awards Committee
Procurement Service
PS Complex, Cristobal Street
Paco, Manila

Ma'am:

Having examined the **Request for Quotation No. AMP-024-19(SVP)** the receipt of which is hereby duly acknowledged, the undersigned offers the **PROCUREMENT OF CATERING SERVICES FOR THE PROCUREMENT SERVICE 41st ANNIVERSARY ON OCTOBER 18, 2019**. In conformity with the said Request for Quotation for the sums stated hereunder:

LOT	QTY	UOM	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	460	PAX	PROCUREMENT OF CATERING SERVICES FOR THE PROCUREMENT SERVICE 41 st ANNIVERSARY ON OCTOBER 18, 2019		
Total Price in Words:					

We undertake, if our Proposal is accepted, to perform the services/deliver the goods as identified in the Terms of Reference.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Date

Company Name

Authorized Representative
Name/Signature

Address

Official Contract No.

TECHNICAL REQUIREMENTS

LOT 1 : **PROCUREMENT OF CATERING SERVICES FOR THE PROCUREMENT SERVICE 41st ANNIVERSARY ON OCTOBER 18, 2019**

QUANTITY : **460**
UOM : **PAX**
APPROVED BUDGET FOR THE CONTRACT : **PHP 283,360.00**

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Procurement of Catering Services for the 2019 PS Anniversary	
Date: 18 October 2019, venue: PS-DBM	
<i>Specifications:</i>	
A. Menu	
1. Dinner Buffet (House Specialty)	
a. Appetizer	
b. Chicken entrée	
c. Beef Entrée	
d. Pasta/Noodles	
e. Rice	
f. Salad/Vegetable	
g. Dessert	
h. Beverages	
B. Set-Up (Unique Presentation)	
1. Coachella Setup (with caterer's recommendation)	
2. Uniformed, professional waiters and banquet staff	
3. Exclusive waiters and plating service for VIPs	
4. Buffet stations where needed	
5. Bar service	
6. Table with appropriate decor	
7. Provide accent pieces (tables/chair)	
8. Linen: bright and color palette combination	
9. Use of utensils, chinaware and glasses	
10. Purified drinking water	
C. Mode of payment	
• No down payment, send bill	
• Bid price inclusive of all taxes and charges	

Omnibus Sworn Statement

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;

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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

- d) Inquire or secure 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. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s.: _____
 Fax No/s.: _____
 E-mail Add/s.: _____
 Mobile No.: _____

It is understood that notices/s transmitted in any of the above-stated telephone/ fax numbers and/or email address/es are deemed received as of its transmittal and the reckoning period for the reglamentary periods stated in the bidding documents and the revised Implementing Rules and Regulations of the Republic Act. No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

 Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
 Notary Public for _____ until _____
 Roll of Attorneys No. _____

PTR No. _____ *[date issued], [place issued]*
IBP No. _____ *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Note:

"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 (GSIS) 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;