

PHILIPPINE INFORMATION AGENCY
PIA Bldg, Visayas Avenue, Diliman Quezon City

REQUEST FOR QUOTATION (RFQ)

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT: **PROVISION FOR CATERING SERVICES FOR 14th EDITION OF THE INTERNATIONAL CONFERENCE FOR INFORMATION COMMISSIONERS (ICIC) PILIPINAS**

APPROVED BUDGET FOR THE CONTRACT: **Php 385,000.00**

General Conditions:

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."
2. Suppliers are required to submit the following prior to notification by the BAC of the award:
 - a. Valid & current Mayor's/Business permit for 2022 ;
 - b. Valid & current PhilGEPS Registration Certificate/Number;
 - c. Income Tax Return (for ABCs above P500K)
 - d. Omnibus Sworn Statement (for ABCs above P50K);
 - e. Bids should be valid for a period of ____ days.
3. DELIVERY PERIOD:
4. The total price quoted is subject to VAT and other applicable taxes and payable check;
5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Jupalyn Benedicto at Mobile Number 09998879307. The Quotation may be submitted through e-mail at jupalyn.benedicto@pia.gov.ph or delivered to the address below:

Philippine Information Agency
2/F PIA Bldg., Visayas Avenue
Diliman Quezon City

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the Government.

ATTY. JAIME O. DIMSON
BAC- CHAIRPERSON

SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	<p>PROVISION FOR CATERING SERVICES FOR 14th EDITION OF THE INTERNATIONAL CONFERENCE FOR INFORMATION COMMISSIONERS (ICIC) PILIPINAS</p> <p>CATERING SERVICE -PACKED MEALS ON 18-21 JUNE 2023</p> <p>18 JUNE 2023 (WHOLE-DAY PACKAGE) BREAKFAST (TO BE DELIVERED AT 6:30 AM) (shall include: Pasta without Pork, Sandwich or burger without pork, and, cold bottled drinks)</p> <p>LUNCH (TO BE DELIVERED AT 11:00 AM) (shall include: Rice, two (2) viands of main dish (beef or fish) and vegetables. and, cold bottled drinks)</p> <p>PM SNACK (TO BE DELIVERED AT 2:00 PM) (shall include: Pasta without pork, Sandwich or burger without pork, and, cold bottled drinks)</p> <p>DINNER (TO BE DELIVERED AT 5:00 PM) (shall include: Rice, two (2) viands of main dish (beef or fish) and vegetables, and, cold bottled drinks)</p> <p>INCLUSION : Free-flowing coffee, tea and water for 50 pax (Open from breakfast to Dinner)</p> <p>19-21 JUNE 2023 (3 WHOLE-DAY PACKAGE) BREAKFAST (TO BE DELIVERED AT 6:30 AM) (shall include: Pasta without Pork, Sandwich or burger without pork. and, cold bottled drinks)</p> <p>LUNCH (TO BE DELIVERED AT 11:00 AM) (shall include: Rice, two (2) viands of main dish (beef or fish) and vegetables. and, cold bottled drinks)</p> <p>PM SNACK (TO BE DELIVERED AT 2:00 PM) (shall include: Pasta without pork, Sandwich or burger without pork, and, cold bottled drinks)</p> <p>DINNER (TO BE DELIVERED AT 5:00 PM) (Shall include: Rice, two (2) viands of main dish (beef or fish) and vegetables, and, cold bottled drinks)</p> <p>INCLUSION: Free-flowing coffee, tea and water for 100pax (Open from breakfast to dinner)</p>	<p>50 pax</p> <p>50 pax</p> <p>50 pax</p> <p>50 pax</p> <p>100 pax</p> <p>100 pax</p> <p>100 pax</p> <p>100 pax</p>		

SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	<p>INCLUSIONS:</p> <ul style="list-style-type: none"> • All utensils and equipment must be sanitized and food must be packed individually in a clean styro/paper box/bento box; • 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. • The supplier must provide at least 50 pcs chairs with cloth cover and tables for 50 pax; • The supplier must provide at least three (3) uniformed waiters (must be fully vaccinated and present the vaccination card every day upon entrance to the Venue); and • The supplier must ensure to deliver all meals from 18 to 21 June 2023 on the set time schedule at the final venue of the event (within Metro Manila). <p>IMPORTANT NOTES AND PAYMENT TERMS:</p> <ul style="list-style-type: none"> - The date may change two (2) weeks prior to or eight (8) weeks after the indicated date herein; - PhilGEPS registered; - No Down payment; - Send Bill Arrangement; - Menu is subject to final approval of FOI-PMO; - Must comply with Food Safety laws; - Agreement may be subject to rescheduling and cancellation subject to protocol and guidelines established by the IATF/LGU; and, - Quotations should be inclusive of all costs and applicable taxes (i.e., bank charges. VAT, other charges, etc.) 			GRAND TOTAL

DELIVERY PERIOD: _____

PRICE VALIDITY: _____

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

 Printed Name and Signature

 Business Name and Address

 Telephone/Mobile No. and E-mail address

 Date

Technical Specifications

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
	<p>PROVISION FOR CATERING SERVICES FOR 14th EDITION OF THE INTERNATIONAL CONFERENCE FOR INFORMATION COMMISSIONERS (ICIC) PILIPINAS</p> <p>CATERING SERVICE -PACKED MEALS ON 18-21 JUNE 2023</p> <p>18 JUNE 2023 (WHOLE-DAY PACKAGE) BREAKFAST (TO BE DELIVERED AT 6:30 AM) (shall include: Pasta without Pork, Sandwich or burger without pork. and, cold bottled drinks)</p> <p>LUNCH (TO BE DELIVERED AT 11:00 AM) (shall include: Rice, two (2) viands of main dish (beef or fish) and vegetables. and, cold bottled drinks)</p> <p>PM SNACK (TO BE DELIVERED AT 2:00 PM) (shall include: Pasta without pch[Sandwich or burger without pork, and, cold bottled drinks)</p> <p>DINNER (TO BE DELIVERED AT 5:00 PM) (shall include: Rice, two (2) viands of main dish (beef or fish) and vegetables, and, cold bottled drinks)</p> <p>INCLUSION : Free-flowing coffee, tea and water for 50 pax (Open from breakfast to Dinner)</p> <p>19-21 JUNE 2023 (3 WHOLE-DAY PACKAGE) BREAKFAST (TO BE DELIVERED AT 6:30 AM) (Shall include: Pasta without Pork, Sandwich or burger without pork. and, cold bottled drinks)</p> <p>LUNCH (TO BE DELIVERED AT 11:00 AM) (Shall include: Rice, two (2) viands of main dish (beef or fish) and vegetables. and, cold bottled drinks)</p> <p>PM SNACK (TO BE DELIVERED AT 2:00 PM) (Shall include: Pasta without pork, Sandwich or burger without pork, and, cold bottled drinks)</p> <p>DINNER (TO BE DELIVERED AT 5:00 PM) (Shall include: Rice, two (2) viands of main dish (beef or fish) and vegetables, and, cold bottled drinks)</p> <p>INCLUSION: Free-flowing coffee, tea and water for 100pax (Open from breakfast to dinner)</p>	

Technical Specifications

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
	<p>Inclusions:</p> <ul style="list-style-type: none"> • All utensils and equipment must be sanitized and food must be packed individually in a clean styro/paper box/bento box; • 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. • The supplier must provide at least 50 pcs chairs with cloth cover and tables for 50 pax; • The supplier must provide at least three (3) uniformed waiters (must be fully vaccinated and present the vaccination card every day upon entrance to the Venue); and • The supplier must ensure to deliver all meals from 18 to 21 June 2023 on the set time schedule at the final venue of the event (within Metro Manila). <p>IMPORTANT NOTES AND PAYMENT TERMS:</p> <ul style="list-style-type: none"> - The date may change two (2) weeks prior to or eight (8) weeks after the indicated date herein; - PhilGEPS registered; - No Down payment; - Send Bill Arrangement; - Menu is subject to final approval of FOI-PMO; - Must comply with Food Safety laws; - Agreement may be subject to rescheduling and cancellation subject to protocol and guidelines established by the IATF/LGU; and, - Quotations should be inclusive of all costs and applicable taxes (i.e., bank charges. VAT, other charges, etc.) 	

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Signature Over Printed Name
Of Authorized Representative

Date