

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:

PROCUREMENT OF PACKED MEALS & SNACKS FOR THE ATTENDEES OF TECHNICAL ASSISTANCE ON QUALITY MANAGEMENT SYSTEM TRANSITION TO ISO 9001:2015 STANDARD

APPROVED BUDGET FOR THE CONTRACT:

Seventy-Nine Thousand Two Hundred Pesos (Php 79,200.00)

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 2023;
 - 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 90 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 Charmaine M. Dela Cruz at telephone number 8920-4338. The Quotation may be submitted through e-mail at charmaine.delacruz@pia.gov.ph on or before **11 September 2023 at 5:00 PM**

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 an offer that is most advantageous to the Government.

ATTY. ALLAN VINCENT B. LORENZO
BAC-CHAIRPERSON

SUPPLIER’S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	Procurement of Packed Meals and Snacks for the Attendees of Technical Assistance on Quality Management System Transition to ISO 9001:2015 Standard 2-4, 12-13, 17-20 Oct 2023 3F PIA Bldg., Visayas Ave, Quezon City			
	<u>Technical Guidance on Enhancement of Operational Controls & Procedures</u> <u>2-4 October 2023</u> Participants: -AM Snacks with Drinks (Packed) -PM Snacks with Drinks (Packed) Resource Person: -Breakfast – Rice Two(2) viands, Coffee (Packed) -AM Snacks with Drinks (Packed) -Lunch-Two (2) kinds of Meat viands (Fish, Pork, Beef, Poultry) Vegetables, Dish, Plain, Rice, Dessert & Drinks) (Packed) -PM Snacks with Drinks (Packed)	31pax x 3days 2pax x 3days		
	<u>Technical Guidance on QMS Implementation</u> <u>12-13 October 2023</u> Participants: -AM Snacks with Drinks (Packed) -PM Snacks with Drinks (Packed) Resource Person: -Breakfast – Rice Two(2) viands, Coffee (Packed) -AM Snacks with Drinks (Packed) -Lunch-Two (2) kinds of Meat viands (Fish, Pork, Beef, Poultry) Vegetables, Dish, Plain, Rice, Dessert & Drinks) (Packed) -PM Snacks with Drinks (Packed)	31pax x 2days 2pax x 2days		
	<u>Technical Course on ISO 19011:2018 Guidelines for Auditing Management Systems</u> <u>17-20 October 2023</u> Participants: -AM Snacks with Drinks (Packed) -PM Snacks with Drinks (Packed) Resource Person: -Breakfast – Rice Two(2) viands, Coffee (Packed) -AM Snacks with Drinks (Packed) -Lunch-Two (2) kinds of Meat viands (Fish, Pork, Beef, Poultry) Vegetables, Dish, Plain, Rice, Dessert & Drinks) (Packed) -PM Snacks with Drinks (Packed)	31pax x 4days 2pax x 4days		

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>Procurement of Packed Meals and Snacks for the Attendees of Technical Assistance on Quality Management System Transition to ISO 9001:2015 Standard 2-4, 12-13, 17-20 Oct 2023 3F PIA Bldg., Visayas Ave, Quezon City</p> <p><u>Technical Guidance on Enhancement of Operational Controls & Procedures 2-4 October 2023</u> Participants: 31pax x 3days -AM Snacks with Drinks (Packed) -PM Snacks with Drinks (Packed)</p> <p>Resource Person: 2pax x 3days -Breakfast – Rice Two(2) viands, Coffee (Packed) -AM Snacks with Drinks (Packed) -Lunch-Two (2) kinds of Meat viands (Fish, Pork, Beef, Poultry) Vegetables, Dish, Plain, Rice, Dessert & Drinks) (Packed) -PM Snacks with Drinks (Packed)</p> <p><u>Technical Guidance on QMS Implementation</u> <u>12-13 October 2023</u> Participants: 31pax x 2days -AM Snacks with Drinks (Packed) -PM Snacks with Drinks (Packed)</p> <p>Resource Person: 2pax x 2days -Breakfast – Rice Two(2) viands, Coffee (Packed) -AM Snacks with Drinks (Packed) -Lunch-Two (2) kinds of Meat viands (Fish, Pork, Beef, Poultry) Vegetables, Dish, Plain, Rice, Dessert & Drinks) (Packed) -PM Snacks with Drinks (Packed)</p> <p><u>Technical Course on ISO 19011:2018 Guidelines for Auditing Management Systems</u> <u>17-20 October 2023</u> Participants: 31pax x 4days -AM Snacks with Drinks (Packed) -PM Snacks with Drinks (Packed)</p> <p>Resource Person: 2pax x 4days -Breakfast – Rice Two(2) viands, Coffee (Packed) -AM Snacks with Drinks (Packed) -Lunch-Two (2) kinds of Meat viands (Fish, Pork, Beef, Poultry) Vegetables, Dish, Plain, Rice, Dessert & Drinks) (Packed) -PM Snacks with Drinks (Packed)</p> <p>Delivery Schedule - 2-4, 12-13, 17-20 Oct 2023 Breakfast – 7:30 AM / AM Snacks – 9:00 AM / Lunch – 11:00 NN PM Snack – 2:00 PM</p> <p>Delivery Address: 3F PIA Bldg., Visayas Ave, Quezon City</p> <p>Responsibilities of the Supplier a. The Supplier shall provide the food packs with reasonable care, skills, and diligence. All goods supplied shall be new and fresh. b. The Supplier must deliver the food packs following the delivery schedule specified in the above schedule requirements. c. The Supplier must submit the detailed food lineup for Breakfast, AM Snacks, Lunch, and PM Snacks with description as necessary. d. The Supplier shall ensure that the food container and other items must be clean and kept in a hygienic and proper manner at all times. e. Where food packs are rejected as being damaged, spoiled, or otherwise falling to conform to the requirements in these terms, the Supplier shall, at its own cost, remove, replace, and re-perform and/or take such corrective action as may be required to enable the food packs to conform to the requirements and satisfaction of the end-user.</p>	

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