

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 MEALS FOR THE PARTICIPANTS OF COMMUNICATION RESEARCH TRAINING ON 28-30 NOVEMBER 2023.**

APPROVED BUDGET FOR THE CONTRACT: **Php 45,000.00**

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 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.

Thank you and Kind Regards

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 on or before 13 March 2023 at 10:00 AM.

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. ALLAN VINCENT B. LORENZO
BAC- CHAIRPERSON

SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	<p><u>PROVISION FOR MEALS FOR THE PARTICIPANTS OF COMMUNICATION RESEARCH TRAINING ON 28-30 NOVEMBER 2023.</u></p> <p>SCOPE OF WORK:</p> <p>I. The catering services should deliver the following 1 to 2 hours before serving time:</p> <ul style="list-style-type: none"> - Packed Meals for 30 participants on November 28-30, 2023 (AM/PM Snacks and Lunch); - Free Flowing Coffee <p>II. The caterer must prepare a diverse and balanced menu as approved by PIA. The menu should be submitted for approval 3 to 5 calendar days before the date of the event.</p> <p>III. Quality and Presentation:</p> <p>Food quality should meet industry standards. The caterer is expected to maintain high standards of hygiene and cleanliness throughout the engagement of services.</p> <p><i>Date of Event : Nov 28-30, 2023</i></p>	30 pax		

DELIVERY PERIOD: 28-30 NOVEMBER 2023PRICE VALIDITY: 90 Days

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><u>PROVISION FOR MEALS FOR THE PARTICIPANTS OF COMMUNICATION RESEARCH TRAINING ON 28-30 NOVEMBER 2023.</u></p> <p>SCOPE OF WORK:</p> <p>IV. The catering services should deliver the following 1 to 2 hours before serving time:</p> <ul style="list-style-type: none">- Packed Meals for 30 participants on November 28-30, 2023 (AM/PM Snacks and Lunch);- Free Flowing Coffee <p>V. The caterer must prepare a diverse and balanced menu as approved by PIA. The menu should be submitted for approval 3 to 5 calendar days before the date of the event.</p> <p>VI. Quality and Presentation:</p> <p>Food quality should meet industry standards. The caterer is expected to maintain high standards of hygiene and cleanliness throughout the engagement of services.</p> <p><i>Date of Event : Nov 28-30, 2023</i></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