

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 ONE (1) LOT CATERING SERVICES PROVIDER FOR THE PIA CHRISTMAS SALO SALO 2023**

APPROVED BUDGET FOR THE CONTRACT: **Php 150,000.00**

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 11 December 2023 at 1:00 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 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>PROCUREMENT OF ONE (1) LOT CATERING SERVICES PROVIDER FOR THE PIA CHRISTMAS SALO SALO 2023</u></p> <p>EVENT PROPER:</p> <ul style="list-style-type: none"> - Ingress at least (3) hours before the program; - Complete buffet set-up; - Free mineral water and ice; - Dressed up round dining tables with centerpieces; - Chairs with seatcovers; - Waitstaff; - Ensure quality of food and drink; - At least three (3) VIP tables that can seat 8 people each; and - VIP's food is plated set-up <p>PM SNACKS AND HEAVY DINNER BUFFET STYLE (250 PAX)</p> <p>PM SNACKS</p> <ul style="list-style-type: none"> - Snacks - Cold Drinks (Juice/ Soft Drink) <p>DINNER</p> <ul style="list-style-type: none"> - Main Course: - Four (4) viands (pork, beef, chicken and fish) - One (1) vegetable or other side dish - Rice - Dessert - Cold Drinks (juice/ Soft Drink) <p>Note : The supplier must provide at least 30 tables with chairs , cloth cover for 250 pax</p>	250 pax		

DELIVERY PERIOD: 15 December 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>PROCUREMENT OF ONE (1) LOT CATERING SERVICES PROVIDER FOR THE PIA CHRISTMAS SALO SALO 2023</u></p> <p><i>Event Name : PIA Christmas Salo-Salo 2023</i> <i>Event Date : December 15, 2023</i> <i>Event Time: 2:00 PM – 7:00 PM</i> <i>Venue: PIA Lobby, PIA Bldg Visayas Ave. Vasra Quezon City</i></p> <p><i>Inclusions</i> <i>EVENT PROPER:</i></p> <ul style="list-style-type: none"> - Ingress at least (3) hours before the program; - Complete buffet set-up; - Free mineral water and ice; - Dressed up round dining tables with centerpieces; - Chairs with seat covers; - Waitstaff; - Ensure quality of food and drink; - At least three (3) VIP tables that can seat 8 people each; and - VIP's food is plated set-up <p><i>PM SNACKS AND HEAVY DINNER BUFFET STYLE (250 PAX)</i></p> <p><i>PM SNACKS</i></p> <ul style="list-style-type: none"> - <i>Snacks</i> - <i>Cold Drinks (Juice/Soft Drink)</i> <p><i>DINNER</i></p> <ul style="list-style-type: none"> - <i>Main Course:</i> - <i>Four (4) viands (pork, beef, chicken and fish)</i> - <i>One (1) vegetable or other side dish</i> - <i>Rice</i> - <i>Dessert</i> - <i>Cold Drinks (juice/Soft Drink)</i> <p><i>Note : The supplier must provide at least 30 tables with chairs , cloth cover for 250 pax</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

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>PROCUREMENT OF ONE (1) LOT CATERING SERVICES PROVIDER FOR THE PIA CHRISTMAS SALO SALO 2023</u></p> <p><i>Duties and Responsibilities of the Service Provider</i></p> <ul style="list-style-type: none">- <i>The Service Provider shall always comply, with all security and safety requirements imposed by PIA during their delivery.</i>- HEALTH AND SAFETY PROTOCOLS- <i>The Department's health and safety protocols shall likewise apply to and be binding on all Service Personnel deployed in this regard, the Service Provider shall:</i><ul style="list-style-type: none">a.) <i>Provide its service personnel with face masks which they must wear at all times while at work;</i>b.) <i>Ensure that all service personnel deployed are fully vaccinated against COVID-19.</i>	

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