



REQUEST FOR QUOTATION

Procurement Project Title:	Supply and Delivery of Packed Meals for Three (3) Day First Responder Training Course on 28-30 May 2025		
Approved Budget for the Contract (ABC):	<u>Php 48,300.00</u>	Purchase Request No.:	25-04-048
End-User:	ODDG-RO	Delivery Period:	28-30 May 2025
Source of Funds:	GAA	Deadline for Submission of bids:	2 May 2025 5:00PM

Date: **28 April 2025**

The **Philippine Information Agency (PIA)**, through its **Procurement Section - Administrative Division**, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with Rule V, Sec.42 of Republic Act (RA) 12009 or the New Government Procurement Act, and the use of Small Value Procurement (SVP) in its IRR, Rule IV-Modes of Procurement.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, **on or before the deadline indicated above**, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

Procurement Section/Bids and Awards Committee Secretariat
Philippine Information Agency
2nd Flr. PIA Bldg. Visayas Avenue Diliman Quezon City
Email: teddy.santos@pia.gov.ph
Tel Nos. 8920-43-38/
Mobile No. 0938-945-6834

Suppliers are required to submit the following prior to notification of award:

- Valid & current Mayor's/Business permit for 2025;
- Valid & current PhilGEPS Registration Certificate/Number;
- Income Tax Return (for ABCs above P500K)
- Omnibus Sworn Statement (for ABCs above P50K);
- Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO
BAC- Chairperson

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **SIXTY (60) calendar days** from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PIA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under Republic Act (RA) 12009 or the New Government Procurement Act and its IRR.
15. The 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.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

SUPPLIERS QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL AMOUNT
	Supply and Delivery of Packed Meals for Three (3) Day First Responder Training Course on 28-30 May 2025			
pax	AM Snacks Sandwich w/ juice/Filipino Rice Desserts/ Soup or Noodle dish/ Hot Choco	35		
pax	Lunch 2 Viands (Fish, Pork, Beef, Poultry Products) w/ vegetable dish, plain rice, dessert/fresh fruits and drinks	35		
pax	PM Snacks Sandwich with juice/ Filipino Rice Desserts/ Soup or Noodle dish/ fresh juice/ Hot Choco	35		
	Approved Budget for the Contract (ABC): <u>PHP 48,300.00</u>	GRAND TOTAL Amount in Words : _____ In Figures: Php _____		

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.

Company Name:	
Company Address:	
Submitted by: (Authorized Representative)	_____
Designation	Signature Over Printed Name
Telephone No / Mobile No	
Email Address:	
Date Submitted:	

TECHNICAL SPECIFICATIONS

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

PROJECT TITLE: Supply and Delivery of Packed Meals for Three (3) Day First Responder Training Course on 28-30 May 2025												
QTY	UNIT	DESCRIPTION	REMARKS (Brand Name/ Model, etc.)	STATEMENT OF COMPLIANCE								
35	pax	AM Snacks Sandwich w/ juice/Filipino Rice Desserts/ Soup or Noodle dish/ Hot Choco										
35	pax	Lunch 2 Viands (Fish, Pork, Beef, Poultry Products) w/ vegetable dish, plain rice, dessert/fresh fruits and drinks										
35	pax	PM Snacks Sandwich with juice/ Filipino Rice Desserts/ Soup or Noodle dish/ fresh juice/ Hot Choco										
		SCHEDULE OF REQUIREMENTS 1. The supplier shall deliver the required packed meals on 28-30 May 2025 on the address below: Philippine Information Agency Building Visayas Ave., Diliman, Quezon City 1128 Metro Manila 2. The supplier must comply to the following delivery schedule: <table><tr><th>Particulars</th><th>Schedule</th></tr><tr><td>Meal for 35 Pax</td><td>28-30 May 2025</td></tr><tr><td>A. AM Snacks Sandwich w/ juice/Filipino Rice Desserts/ Soup or Noodle dish/ Hot Choco</td><td>A. AM Snacks: 9:20AM</td></tr><tr><td>B. Lunch 2 Viands (Fish, Pork, Beef, Poultry Products) w/ vegetable dish,</td><td>B. Lunch: 12:00NN</td></tr></table>	Particulars	Schedule	Meal for 35 Pax	28-30 May 2025	A. AM Snacks Sandwich w/ juice/Filipino Rice Desserts/ Soup or Noodle dish/ Hot Choco	A. AM Snacks: 9:20AM	B. Lunch 2 Viands (Fish, Pork, Beef, Poultry Products) w/ vegetable dish,	B. Lunch: 12:00NN		
Particulars	Schedule											
Meal for 35 Pax	28-30 May 2025											
A. AM Snacks Sandwich w/ juice/Filipino Rice Desserts/ Soup or Noodle dish/ Hot Choco	A. AM Snacks: 9:20AM											
B. Lunch 2 Viands (Fish, Pork, Beef, Poultry Products) w/ vegetable dish,	B. Lunch: 12:00NN											

		plain rice, dessert/fresh fruits and drinks C.PM Snacks Sandwich with juice/ Filipino Rice Desserts/ Soup or Noodle dish/ fresh juice/ Hot Choco	C. PM Snacks: 2:45PM		
		RESPONSIBILITIES OF THE SUPPLIER			
		A. The supplier shall provide the food packs with reasonable care, skills and diligence. All goods supplied shall new and fresh.			
		B. The supplier must deliver the food packs following the delivery schedule specified in the above scheduled requirements.			
		C. The supplier must submit the detailed food line up for AM snacks, Lunch, and PM snacks with descriptions 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 or take such corrective actions as may be required to enable the food packs to conform to the requirements and satisfaction of the end-user.			
		DELIVERY PERIOD: 28-30 May 2025			
		PRICE VALIDITY: Sixty (60) Calendar Days			

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 render our bid in automatic disqualification.

Name of Company/Bidder:	
Authorized Representative:	
Date:	Signature Over Printed Name



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11990979
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title Supply and Delivery of Packed Meals for Three (3) Day First Responder Training Course on 28-30 May 2025
Area of Delivery Metro Manila

Solicitation Number:	24-04-048	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Catering Services	Date Published	28/04/2025
Approved Budget for the Contract:	PHP 48,300.00	Last Updated / Time	27/04/2025 17:02 PM
Delivery Period:		Closing Date / Time	02/05/2025 17:00 PM
Client Agency:			
Contact Person:	Teddy Leinne Escudro Santos Procurement Staff Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 teddy.santos@pia.gov.ph		

Description

RFQ No. 25-04-048

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Procurement Project Title: Supply and Delivery of Packed Meals for Three (3) Day First Responder Training Course on 28-30 May 2025

Approved Budget for the Contract (ABC): Php 48,300.00 Purchase Request No.: 25-04-048

End User: ODDG PO Delivery Period: 28-30 May 2025