



Philippine Rice Research Institute

DA-PhilRice Bicol Branch Station
Batang, Ligao City, 4504 Albay


Date: 2024-02-28

REQUEST FOR QUOTATION

Sir/Madam:

Please quote your best offer for the item/s listed below, **subject to the Terms and Conditions** provided. Submit your quotation duly signed by you or your duly authorized representative not later than **March 05, 2024** to **bclbac.secretariat@mail.philrice.gov.ph** or send via fax or drop at PMU box at Procurement Management Unit (PMU), Batang, Ligao City, 4504 Albay. For any clarification you may call/send through fax to **(052)-431-0122** or **PMU no. 0985-480-2530**.


Diana Rose P. Patinigo
BUYER/CANVASSER


Ian Stallone G. Palima
AO II

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Please do not leave any blank items. Indicate "0" if item being offered is for free and "NO BID" if no offer.
3. Do not alter the contents of this form in any way.
4. All technical specifications are mandatory. Fill in the column designated for technical specifications of your offer, you may specify the brand and model if applicable. Use additional sheet if needed or attach brochure.
5. Failure to follow these instructions will disqualify your quotation.
6. NEW suppliers/bidders are required to submit a photocopy/e-copy of valid Mayor's Business Permit, BIR Registration 2303, DTI/SEC/CDA Registration (whichever is applicable), valid PhilGEPS Registration Number and valid PCAB License (if applicable) together with their quotations. Please disregard if you have submitted an updated copy/ies to PMD. This shall be subjected for validation.

Procurement Project Title: Procurement of Service for the Catering Service Requirements for Various Meetings related to the Corporate Fund activities in the station from March to June 2024.

Procurement Project No.: BCL-CORP-27.3 **PR No.:** 2024-02-0058, 2024-02-0059, 2024-02-0060,

Approved Budget of the Contract: 90,250.00

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	1	lot	Meals and snacks Meals and snacks, Food Ordering of DA-PhilRice Bicol for Various Meetings, Seminars and Workshops in the station from March to June 2024. 150 Regular Meals @ Php 200.00/pax -1 natural juice drink/coffee, 1 water, 1dessert/fruit, 1 rice, 1 soup, 2 meat or seafood dishes, 1 vegetable, 1 salad 250 Regular Snacks @ Php 80.00/pax -1 natural juice/coffee, 1 water, 1 bread/noodle or pasta dish/native cakes/others, 1 fruit/dessert Note: *Provide table of menu corresponding to the quoted price from which the end-user may select meals/snacks for each activity. Availability of Halal Food. Strictly no soft drinks. *Date, Menu, Quantity and Catering Service Style/s to be identified by end-user at least 2 days before the event. *Sight inspection will be scheduled			

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE



Better PhilRice. Better Rice-Farming Communities.

Tel: (52) 431-0122; 742-0690; 742-0684; Email: bicol.station@mail.philrice.gov.ph
Samar Satellite Station, UEP Campus, Catarman, 6400 Northern Samar
Email: jasienes@exchange.philrice.gov.ph



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			<p>prior to the evaluation of the quotation</p> <p>*Provision of Monoblock tables and chairs (as needed) and free-flowing coffee and water for 20 (at most) participants in one activity</p> <p>*Additional Requirement: Company's Profile and Sanitary and Health Permit</p> <p>*The agreement shall be terminated (1) when the specified total estimated quantity has been exhausted (2) when the specified duration of the Agreement has expired</p> <p>*The bid price submitted by the winning bidder shall not be increased during the duration of the contract.</p> <p>*Payment shall be made to the supplier on a monthly billing basis. (Based on actual number of delivered Meals/Snacks)</p> <p>*Caterer with Lowest Calculated Quotation shall agree to provide a taste test of chosen Menu for the BAC Members and TWG with approximately 5-7 persons</p>			
2	1	lot	<p>Meals and snacks</p> <p>Food Ordering of DA-PhilRice Bicol for Various Meetings, Seminars and Workshops in the station from March to June 2024.</p> <p>60 Regular Meals @ Php 200.00/pax -1 natural juice drink/coffee, 1 water, 1dessert/fruit, 1 rice, 1 soup, 2 meat or seafood dishes, 1 vegetable, 1 salad</p> <p>100 Regular Snacks @ Php 80.00/pax -1 natural juice/coffee, 1 water, 1 bread/noodle or pasta dish/native cakes/others, 1 fruit/dessert</p> <p>Note: *Provide table of menu corresponding to the quoted price from which the end-user may select meals/snacks for each activity. Availability of Halal Food. Strictly no soft drinks. *Date, Menu, Quantity and Catering Service Style/s to be identified by end-user at least 2 days before the event. *Sight inspection will be scheduled prior to the evaluation of the quotation</p> <p>*Provision of Monoblock tables and chairs (as needed) and free-flowing coffee and water for 20 (at most) participants in one activity</p> <p>*Additional Requirement: Company's Profile and Sanitary and Health Permit</p> <p>*The agreement shall be terminated (1) when the specified total estimated quantity has been exhausted (2) when the specified duration of the Agreement has expired</p>			

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			<p>*The bid price submitted by the winning bidder shall not be increased during the duration of the contract.</p> <p>*Payment shall be made to the supplier on a monthly billing basis. (Based on actual number of delivered Meals/Snacks)</p> <p>*Caterer with Lowest Calculated Quotation shall agree to provide a taste test of chosen Menu for the BAC Members and TWG with approximately 5-7 persons</p>			
3	1	lot	<p>Meals and snacks</p> <p>Food Ordering of DA-PhilRice Bicol for Various Meetings, Seminars and Workshops in the station from March to June 2024.</p> <p>45 Special Meals @ Php 250.00/pax -1 natural juice drink/coffee, 1 water, 1dessert/fruit, 1 rice, 1 soup, 2 meat or seafood dishes, 1 vegetable, 1 salad</p> <p>90 Special Snacks @ Php 100.00/pax -1 natural juice/coffee, 1 water, 1 bread/noodle or pasta dish/native cakes/others, 1 fruit/dessert</p> <p>Note: *Provide table of menu corresponding to the quoted price from which the end-user may select meals/snacks for each activity. Availability of Halal Food. Strictly no soft drinks. *Date, Menu, Quantity and Catering Service Style/s to be identified by end-user at least 2 days before the event. *Sight inspection will be scheduled prior to the evaluation of the quotation *Provision of Monoblock tables and chairs (as needed) and free-flowing coffee and water for 20 (at most) participants in one activity *Additional Requirement: Company's Profile and Sanitary and Health Permit *The agreement shall be terminated (1) when the specified total estimated quantity has been exhausted (2) when the specified duration of the Agreement has expired *The bid price submitted by the winning bidder shall not be increased during the duration of the contract. *Payment shall be made to the supplier on a monthly billing basis. (Based on actual number of delivered Meals/Snacks) *Caterer with Lowest Calculated Quotation shall agree to provide a taste test of chosen Menu for the BAC Members and TWG with approximately 5-7 persons</p>			

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TERMS AND CONDITIONS

Delivery Period:	115 calendar days
Place of Delivery:	<input type="radio"/> Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Munoz, Nueva Ecija <input type="radio"/> ATI Building, Elliptical Road, Diliman, Quezon City <input checked="" type="radio"/> Others: Batang, Ligao City, 4504 Albay
Warranty:	1 year (non-consumable supplies/Equipment) and 3 months (consumable supplies)
Payment Term:	30 calendar days

- Price Quotations must be valid for a period of 45 calendar days from the deadline of submission.
 - Price quotations shall include all taxes, duties and/or levies. Deductions of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
 - Price Quotations exceeding the Approved Budget for the Contract shall be rejected.
 - Award of contract shall be made to the lowest quotations (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein
 - In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PhilRice shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
 - Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
 - The item/s shall be delivered according to the requirements specified in the Conformed Purchase Order or Contract.
 - Goods, supplies, equipment, or work done are subject to inspection/acceptance, PhilRice reserves the right to cancel, reject, or rebid the items which do not conform with the technical specifications.
 - Liquidated damages equivalent to 1/10 of 1% per day of delay for the value of undelivered items shall be imposed. PhilRice shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of contract, without prejudice to other courses of actions and remedies open to it.
 - The Bidder warrants that s/he has not given nor promised to give any money or gift to any PhilRice employee to secure this offer and to obtain an award.
 - The winning Bidder is required to submit a photocopy of Latest Income/Business Tax Return and original copy of Omnibus Sworn Statement prescribed by the GPPB PRIOR TO PAYMENT of the goods delivered/services rendered.
 - Payment shall be made within (30) days after 100% completion of delivery subject to submission and/or completion of supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's/Supplier's account.
- After having carefully read and accepted the Procurement Terms & Conditions, I/We quote you on the item at prices noted above.

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

Designation: _____

Company Name: _____

Business Address: _____

PhilGEPS Registration No.: _____

Telephone Number: _____

Email Address: _____

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