



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

REQUEST FOR QUOTATION

P.R. No./Date : 18-12-534
December 13, 2018

RFQ No./Date: 19-01-004
January 17, 2019

Gentlemen/Ladies:

We would like to request you to please quote your lowest price/s for the item/s listed in the attached form. Your submission shall be prepared in accordance with the following requirements:

1. Indicate or write your quotation using this form or your company letterhead. Supplemental information, if any, using your company stationary may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, etc.
2. Put your quotation in a **SEALED ENVELOPE** and label the envelope with the PR and RFQ numbers or PhilGEPS Reference Number;
3. Address/send your quotation to the **NBAC Secretariat c/o the undersigned** at 2nd floor of the address below; and
4. The deadline for submission of your quotation is on 9:00 AM of JANUARY 22, 2019

The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP947,000.00

Your participation to this bidding shall be subject to the requirements as identified below:

- ✓ **Registered with PhilGEPS (Attach a copy to your quotation/offer).***
- ✓ **Quotation must be inclusive of all applicable government taxes** and subject to 5% F-VAT and 1% (PO) or 2% (JO) deductions. **Cash on Delivery (COD) will not be accepted.**
- ✓ Bids should not exceed the Approved Budget for the Contract (ABC) in the amount of PhP947,000.00
- Award shall be made by lot (please bid for all items to avoid disqualification of bid).
- ✓ Award shall be made by item.
- ✓ Bids should be valid for a **minimum of 30 calendar days** from deadline of submission of bids as indicated above.
- ✓ Procured items shall be delivered to NEDA sa Pasig.
- An Authority to Sell shall be submitted in bidding for branded ICT items (except supplies).
- For the repair of equipment/vehicle, on-site inspection of the unit shall be required before submission of bids.

ALTERNATIVE BIDS OR BID WITH MULTIPLE OPTIONS SHALL BE REJECTED (NBAC Resolution No. 7 (2012))

With the end view of obtaining the contract most advantageous to the government, NEDA reserves the right to: 1) accept or reject any or all the quotations/bids and waive any minor deviation in the bid which will not materially affect the substance of the bid; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

All bidders will be informed of the results of this procurement.

The delivery schedule shall be completed within the duration/scheduled stated in the Terms of Reference to be reflected in the Purchase/Job Order.

Failure to comply with this delivery schedule shall be subject to the salient provisions of the Revised IRR of R.A. 9184, Section 68 (Liquidated Damages).

For clarifications, please contact the Procurement Management Division, c/o Ms. Gilda A. Ibno in the address/telephone numbers below.

for signature
MA. MONICA P. PAGUNSAN
Head, NBAC Secretariat

Dear Ms. Pagunsan,

Indicated below is our quotation in response to the RFQ above.....

Item No.	QTY	UNIT	ITEM/DESCRIPTION	UNIT PRICE	TOTAL (PhP)
1	1	Job	Provision of Catering Services for the Conduct of the #AskNEDA media briefings for January to December 2019 within Pasig City.		
			Note:		
			Please see attached Terms of Reference (TOR) for details.		
			Kindly sign on the conforme portion of the TOR and accomplish its Annexes A and B with your signature. Submit all of these in a sealed quotation/email.		
			*Qualification and Other Requirements		
			Must submit the following:		
			a. PhilGEPS Registration Number;		
			b. Mayor's or Business Permit (current and valid); and		
			(if your Mayor's or Business Permit has been issued subject to compliance with certain conditions, please submit proof of compliance thereto. Otherwise, non-submission shall be a ground for disqualification.)		
			c. Omnibus Sworn Statement.		
			c.1 Notarized Secretary's Certificate / Board Resolution / Partnership Resolution / Special Power of Attorney / DTI Certificate Number, whichever is applicable.		
			d. Income or Business Tax Return.		
			*****Nothing Follows*****		
TOTAL:					
				Amount in Words:	
Contractor's Declaration:				CONFORME	
a. I/We have "Read and Accepted and Good for Agreement" the attached detailed specifications or Terms of Reference (TOR), whichever is applicable, with page and annexes signed by duly authorized representative of _____ (company) on the provided "Conforme Box";				Signature : _____	
b. I/We abide by this bid/quotation for the period of 30 days from the deadline of submission of bid as indicated in the Request for Quotation (RFQ) and it shall remain binding upon us; and				Name/Designation : _____	
c. I/We shall undertake, if our bid is accepted, to commence the Service Works as soon as is reasonably possible after the receipt of the Notice of Award or Notice to Commence, and deliver the whole of the Service/Works in the Job Order/Purchase Order within the time stated in the TOR/detailed specification.				Name of Company : _____	
				Cheque payment payable to: _____	
				Address : _____	
				Telephone/Fax/Email : _____	
				TIN No. : _____ VAT Non- VAT	

TERMS OF REFERENCE

Provision of Catering Services for the Conduct of the #AskNEDA media briefings for January to December 2019 within Pasig City

I. RATIONALE

The National Economic and Development Authority (NEDA), through the Development Information Staff, is proposing the conduct of a monthly media briefing titled #AskNEDA, as part of our commitment to increase NEDA's media presence.

The #AskNEDA is a monthly participative online-offline media briefing that will cover various topics and issues relevant to NEDA. These media briefings serves as an effective instrument for disseminating and sharing to NEDA's stakeholders the proper information.

It is also expected to build and strengthen NEDA's relations with media practitioners and increase public trust in government through transparency and open communication.

The #AskNEDA for the twelve (12) months of 2019 will be attended by approximately 70-80 participants that include reporters, NEDA officials and staffs, while 90-100 participants will attend the #AskNEDA on December 2019. The NEDA DIS will provide the necessary logistics such as food for the event.

The event is scheduled on the second half of every month and held at the NEDA Board Room. Tentative dates are as follows: January 30, 2019; February 22, 2019; March 22, 2019; June 26, 2019, July 23, 2019, August 20, 2019, September 24, 2019, October 22, 2019, November 19, 2019, and December 17, 2019.

II. SCOPE OF WORK

The service provider shall provide the event's catering services and logistics based on the meal requirements.

III. QUALIFICATION REQUIREMENT

The service provider must have the ability to deliver the following services, amenities and facilities:

January to November 2019	December 17, 2019
<ol style="list-style-type: none">1. Buffet lunch for a guaranteed 70 persons and a maximum of 80 persons;2. Set-up of eight (8) round tables with ten (10) covered chairs for each roundtable, and individual floral centerpieces for all tables;3. Plates, cutleries, and glasses for 70-80 persons; and4. At least six (6) servers/waiters in uniform.	<ol style="list-style-type: none">1. Buffet lunch for a guaranteed 90 persons and a maximum of 100 persons;2. Set-up of ten (10) round tables with ten (10) covered chairs for each roundtable, and individual floral centerpieces for all tables;3. Plates, cutleries, and glasses for 90-100 persons; and4. At least seven (7) servers/waiters in uniform.

IV. APPROVED BUDGET OF THE CONTRACT (ABC)

The ABC is Nine Hundred Forty-Seven Thousand Pesos (₱947,000.00), inclusive of all applicable government taxes and service charges. NEDA guarantees payment for the minimum number of participants for each event. In case of additional accommodation and meals outside of the minimum guaranteed number, NEDA will pay based on the unit price per Annex B of Bid Form, not exceeding the contract price equivalent to the sum total of the Maximum Requirement as prescribed in Section V, this TOR.

V. DUTIES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

The service provider shall provide the following services:

January-November 2019	December 17, 2019
<ol style="list-style-type: none">Meal requirements for a guaranteed 70 and maximum of 80 persons:<ul style="list-style-type: none">• Buffet lunch consisting of (but not limited to):<ol style="list-style-type: none">Salads (fresh green salad)AppetizersSoupPasta (Puttanesca /Carbonara)BeefChickenVegetablesSeafoodSteamed RiceDessert (Assorted fruits, cakes, and gelatin/chocolate fountain)One round non-alcoholic cold beverageFree-flowing coffee and tea (To be served during the press conference program)Mineral waterCatering set-up that includes:<ul style="list-style-type: none">• Eight (8) roundtables with ten (10) covered chairs for each roundtable, and individual floral centerpieces for all tables• Plates, cutleries, and glasses for 80 persons• At least six (6) servers/waiters in uniform.	<ol style="list-style-type: none">Meal requirements for a guaranteed 90 and maximum of 100 persons:<ul style="list-style-type: none">• Buffet lunch consisting of (but not limited to):<ol style="list-style-type: none">Salads (fresh green salad)AppetizersSoupPasta (Puttanesca /Carbonara)BeefChickenVegetablesSeafoodSteamed RiceDessert (Assorted fruits, cakes, and gelatin/chocolate fountain)One round non-alcoholic cold beverageFree-flowing coffee and tea (To be served during the press conference program)Mineral waterCatering set-up that includes:<ul style="list-style-type: none">○ Ten (10) roundtables with ten (10) covered chairs for each roundtable, and individual floral centerpieces for all tables○ Plates, cutleries, and glasses for 100 persons○ At least seven (7) servers/waiters in uniform.

V. DUTIES AND RESPONSIBILITIES OF NEDA

1. Pay the service provider the Contract amount, including all applicable government taxes, in accordance with the existing accounting and auditing rules and regulations.
2. Coordinate with the service provider and its resource persons for the purpose of this project.
3. Exercise its approving authority on all deliverables of the service provider.
4. Take actions on requests and recommendations as appropriate.
5. Impose sanctions/penalties consistent with section 68 of the Revised IRR of RA 9184.

VII. PAYMENT SCHEME

The payment for the services provided shall be on a monthly basis. Each payment shall be supported by:

- a. Monthly billing statement by the Service Provider; and
- b. Certificate of Satisfactory Service issued by NEDA.

VIII. LIQUIDATED DAMAGES

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to ten percent of the contract price by the winning service provider. The agency reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

IX. DISPUTE RESOLUTION

1. In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Pasig City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Pasig City, to the exclusion of all other courts; and

2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

Conforme:

Signature over Printed Name/Designation

ANNEX A

***Provision of Catering Services for the Conduct of the #AskNEDA media briefings for
January to December 2019 within Pasig City***

PARTICULARS	NAME OF SERVICE PROVIDER	
	Availability (Mark with “/” or “X”)	Remarks
	January- November 2019	
1. Catering set-up for January to November 2019		
<input type="checkbox"/> Eight (8) roundtables with ten (10) covered chairs for each roundtable, and individual floral centerpieces for all tables		
<input type="checkbox"/> Plates, cutleries and glasses for 70-80 persons		
<input type="checkbox"/> At least six (6) servers/waiters in uniform		
2. Meals for a minimum of 70 pax and maximum of 80 pax		
Buffet lunch consisting of (but not limited to): <ul style="list-style-type: none"> • Salads (fresh green salad) • Appetizers • Soup • Pasta (Puttanesca /Carbonara) • Beef • Chicken • Vegetables • Seafood • Steamed Rice • Dessert (Assorted fruits, cakes, and gelatin/chocolate fountain) • One round non-alcoholic cold beverage • Free-flowing coffee and tea (To be served during the press conference program) • Mineral water 		
	December 2019	
3. Catering set-up for December 2019		
<input type="checkbox"/> Ten (10) roundtables with ten (10) covered chairs for each roundtable, and individual floral centerpieces for all tables		
<input type="checkbox"/> Plates, cutleries and glasses for 90-100 persons		
<input type="checkbox"/> At least seven (7) servers/waiters in uniform		

4. Meals for a minimum of 90 pax and maximum of 100 pax		
Buffet lunch consisting of (but not limited to): <ul style="list-style-type: none"> • Salads (fresh green salad) • Appetizers • Soup • Pasta (Puttanesca /Carbonara) • Beef • Chicken • Vegetables • Seafood • Steamed Rice • Dessert (Assorted fruits, cakes, and gelatin/chocolate fountain) • One round non-alcoholic cold beverage • Free-flowing coffee and tea (To be served during the press conference program) • Mineral water 		
5. The payment for the services provided shall be on a monthly basis. Each payment shall be supported by: <ol style="list-style-type: none"> Monthly billing statement by the Service Provider; and Certificate of Satisfactory Service issued by NEDA. 		
Conditions to the Contract must be in writing, signed and acknowledged by the Parties.		
6. FINANCIAL PROPOSAL The ABC is Nine Hundred Forty-Seven Thousand Pesos (₱947,000.00) inclusive of all applicable government taxes and service charges. NEDA guarantees payment for the minimum number of participants for each event. In case of additional meals outside of the minimum guaranteed number, NEDA will pay based on the unit price per Annex B of Bid Form, not exceeding the contract price equivalent to the sum total of the Maximum Requirement as prescribed in Section V, this TOR.		
	Total Amount	

Conforme:

Signature over Printed Name/Designation

Name of Service Provider

Date

ANNEX B**COST BREAKDOWN OF BID PROPOSAL*****Provision of Catering Services for the Conduct of the #AskNEDA-Media Briefing for
January to December 2019***

Item	Particulars	Unit Price	Minimum Guaranteed Requirement	Total	Maximum Requirement	Total
1	Meals					
1.1	Buffet lunch (January-November 2019)		70 pax		80pax	
1.2	Buffet lunch (December 2019)		90 pax		100 pax	
	Total Amount					

Conforme:

Signature over Printed Name/Designation

Name of Service Provider

Date