

**REQUEST FOR QUOTATION**

The Development Bank of the Philippines (DBP), through its Regional Bids and Awards Committee, Northern Luzon, will undertake a Small Value Procurement for the **“Supply and Delivery of one (1) lot meals for catering services for the conduct of the Leadership Development (LEAD) reimagined to be conducted by HRMG on November 15-17, 2022”** in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The details of the project/activity/program are as follows:

Name of Project :	<b>Supply and Delivery of one (1) lot meals for catering services for the conduct of the Leadership Development (LEAD) reimagined to be conducted by HRMG on November 15-17, 2022</b>
Area of Delivery:	DBP Training Complex, Baguio City
Approved Budget for the Contract	Eighty Six Thousand Four Hundred Pesos Only (P86,400.00) inclusive of applicable taxes
Terms of Reference	See attached Annex “A” for complete terms of reference
Contract Duration:	November 15-17, 2022

Interested suppliers are required to submit their signed Price Quotation Form (Annex “B”) **on or before 1 PM of November 14, 2022**. Open quotations may be submitted manually at DBP Baguio Lending Center or through email address [benguet-lc@dbp.ph](mailto:benguet-lc@dbp.ph) or [kscabaccan@dbp.ph](mailto:kscabaccan@dbp.ph)

The project shall be awarded to the supplier determined to have submitted the single or lowest and responsive quotation. The proponent with the lowest and responsive quotation shall be required to submit to the BAC certified copies of the following documents before award of the project/contract:

1. Mayor's / Business Permit
2. PhilGEPS Registration
3. Omnibus Sworn Statement

For inquiry, you may contact Mgr. Kathreen S. Cabaccan, BAC Secretariat at Telephone No. (02) 8818-9511 local 1550.

(SIGNED)  
**CATHERINE T. CAMARAO**  
Senior Vice President  
Head, NCLLG

## TERMS OF REFERENCE

Event/Purpose	Procurement of <b>Catering Services</b> for the conduct of the Leadership Development (LEAD) Reimagined									
Date	<b>November 15-17, 2022 (Breakfast, AM Snack, Lunch, PM Snack)</b>									
Venue	DBP Training Complex, Baguio City									
Approved Budget for Contract	Php 86,400.00 (inclusive of applicable taxes)									
Contact Person	Angeli Rose D. Santos email address: <a href="mailto:idd-tu@dbp.ph">idd-tu@dbp.ph</a> Local 6629/6628									
<b>CRITERIA</b>	<b>DESCRIPTION</b>									
1. LOCATION	1.1. <b>Accessibility</b> – with kitchen within <b>10.0 km.</b> radius from DBP Training Complex, Baguio City									
2. PRICE	2.1. Must be within or lower than the approved budget 2.2. Comparative with prevailing market rates									
3. FOOD AND SERVICES	3.1 <b>Availability</b>									
	<table border="1"> <thead> <tr> <th>DATE</th> <th>TIME</th> <th>NO. OF PAX</th> <th>INCLUSIONS</th> </tr> </thead> <tbody> <tr> <td>November 15, 16 &amp; 17, 2022</td> <td>6:00AM-5:00PM</td> <td>32</td> <td> <ul style="list-style-type: none"> <li>▪ Breakfast (should include at least two viands: fish and pork/chicken/beef, fruit/s, rice, and drinks)</li> <li>▪ AM snack (sandwich with chips [i.e. pastries/ finger sandwiches, etc.] with drinks/ bottled juices)</li> <li>▪ Lunch (should include at least two viands: fish and pork/chicken/beef, 1-vegetable dish, rice, dessert and drinks)</li> <li>▪ PM snack (sandwich with chips [i.e. pastries/ finger sandwiches, etc.] drinks/ bottled juices)</li> <li>▪ With free-flowing coffee; and water.</li> </ul> </td> </tr> </tbody> </table>	DATE	TIME	NO. OF PAX	INCLUSIONS	November 15, 16 & 17, 2022	6:00AM-5:00PM	32	<ul style="list-style-type: none"> <li>▪ Breakfast (should include at least two viands: fish and pork/chicken/beef, fruit/s, rice, and drinks)</li> <li>▪ AM snack (sandwich with chips [i.e. pastries/ finger sandwiches, etc.] with drinks/ bottled juices)</li> <li>▪ Lunch (should include at least two viands: fish and pork/chicken/beef, 1-vegetable dish, rice, dessert and drinks)</li> <li>▪ PM snack (sandwich with chips [i.e. pastries/ finger sandwiches, etc.] drinks/ bottled juices)</li> <li>▪ With free-flowing coffee; and water.</li> </ul>	
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	3.2 <b>Food Handling and Presentation</b>									
	<ul style="list-style-type: none"> <li>• Catering service staff is fully vaccinated</li> <li>• Must be fully responsible for the quality and safety of food served, to include but not limited to food poisoning.</li> </ul>									
4. OTHER CONDITIONS	<p>4.1. Proposal to include cost/head based on a <b>guaranteed minimum order for 32 participants</b></p> <p>4.2. Actual head count for catering shall be subject to change provided that it is not less than the minimum guaranteed number and is within the approved budget for contract.</p> <p>4.3. The date of the program may be subject to change provided that actual date/s are confirmed at least five (5) days prior to the start of the program.</p> <p>4.4. Billing shall be based on minimum guaranteed number or actual number as arranged a day before but not to exceed the total ABC.</p> <p>4.5. Must be in the business for at least 5 years</p> <p>4.6. Payment shall be processed upon satisfactory completion of catering services and submission of complete documents</p> <p>4.7. In case of work suspension due to force majeure (i.e. typhoon, earthquake, flooding), DBP can cancel the services of the caterer without cancellation or penalty fee with the following conditions:</p> <ul style="list-style-type: none"> <li>• Cancellation a day before the program or cancellation before 6:00AM on the day of the program</li> </ul> <p>4.8. As part of the implementation of the Environmental Management System, to avoid unnecessary hazardous waste and to prevent damage to environment:</p> <ul style="list-style-type: none"> <li>• The caterer is advised not to use "styrofoam/plastic" for food packaging</li> <li>• In terms of disposal, the caterer is required to segregate/dispose of food leftover and other wastes generated (decorations, packaging materials, etc.) after the event</li> </ul>									
Recommending Approval:	Approved by:									
AVP CRISSEL A. CARLOS	VP HEIDI G. MACASAET									



**Annex B**

**PRICE QUOTATION FORM**

\_\_\_\_\_  
(Date)

**The Regional Bids and Awards Committee- Northern Luzon**  
Development Bank of the Philippines  
Ilagan Lending Center  
Ilagan City, Isabela

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Qty	Unit	Unit Cost	Total Price
Supply and Delivery of one (1) lot meals for catering services for the conduct of the Leadership Development (LEAD) reimagined to be conducted by HRMG on November 15-17, 2022	1	lot		
<b>TOTAL</b>				
<b>Amount in Words</b>				

The above-quoted prices are inclusive of all costs and applicable taxes.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact No.