



REQUEST FOR QUOTATION (RFQ)

CATERING SERVICES, PER APPROVED TERMS OF REFERENCE

Procuring Entity : DBP Head Office
 Solicitation Number : P-LDD-24-00001
 Date of Posting/Canvass : 01/10/2024
 Deadline of Submission : 01/11/2024 (3:00 PM)
 Approved Budget for the Contract (ABC) : ₱158,025.00

Item	Quantity	Unit Cost	Total Cost
Kindly refer to the attached Terms of Reference for details and other conditions.			

Please be guided by the following:

1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
4. The open price quotation must include the documentary requirements (see below) and must be submitted through the email address below or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
5. No down-payment or advanced payment.
6. Price quotation with incomplete documentary requirement shall not be considered for evaluation.
7. Signed copy of this RFQ by the supplier's authorized representative should be attached with the submitted proposal.

Documentary Requirements:

- Proposal/Quotation;
- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Omnibus Sworn Statement (For ABC's above P50K);
- Signed Request for Quotation (RFQ).

For submission of proposal and any inquiry, you may contact the following personnel:

LILIBETH F. CASTEN / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2604

Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines' Data Privacy Notice (via <https://www.dbp.ph/dbp-data-privacy-notice/>) and expressly consent to the processing of your personal and/or sensitive personal information in the manner and for the purpose provided in said Notice. You understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Privacy Act of 2012.

Name of Company/Supplier: _____
 Authorized Signatory: _____ Date: _____
Signature over Printed Name

TERMS OF REFERENCE

Event/Purpose	Procurement of Catering Services for the conduct of LEAD Reimagined Batch 4 – Module 2: Leadership and Transformation		
Dates	January 15-17, 2024 (8AM-5PM)		
Venue/s	DBP Training Complex, Baguio City		
Approved Budget for Contract	₱ 158,025.00 (inclusive of applicable taxes)		
	Meal Type	No. of Pax	No. of Days/Nights
	Breakfast, Lunch, AM and PM Snacks	30	3
	Dinner	5	3
Contact Person	LORENZO L. MONTANO / MICHAEL JOSEPH P. CABAUATAN (02) 8818-9511 local 6650 / 6646 email address: ldd-spcdu@dbp.ph		
CRITERIA	DESCRIPTION		
1. LOCATION	1.1. Accessibility – with kitchen within 5.0 km. 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 Availability Provision of meals with inclusion as follows: <ul style="list-style-type: none"> • Breakfast, Lunch, and Dinner should include at least two viands: fish, beef/pork/chicken, 1-vegetable dish, rice, dessert) to be served at 7:00 AM, 12:00 NN, and 6:00 PM, respectively; • AM and PM snacks (sandwich with fruit slices [i.e. pastries/ finger sandwiches, etc.] with drinks/canned juice); • With free-flowing coffee and purified drinking water; and • Ten (10) separate bottled water during sessions. 3.2 Food Handling and Presentation <ul style="list-style-type: none"> • Meals must be served in warmed chafing dish; • Dinner to be packed in reusable bento box/food containers with partition, canned juice/soda; • Provide silverware cutlery, plates, and goblets; • Provide at least two (2) stand-by waiters in uniform and fully-vaccinated against COVID-19; • Must be fully responsible for the quality and safety of food served, to include but not limited to food poisoning; and • Food labels (note if with allergens including nuts, seafood, etc.) 		
4. OTHER CONDITIONS	4.1 Proposal to include cost/head based on a guaranteed minimum order for the indicated number of participants. 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. 4.3 The requestor, Learning and Development Department, will send notice to supplier on the program date at least 7 calendar days before the start of the program. 4.4 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. 4.5 Billing shall be based on minimum guaranteed number or actual number as arranged a day before but not to exceed the total ABC. 4.6 Must be in the business for at least 5 years. Provider shall submit the following: <ul style="list-style-type: none"> • PhilGEPS Registration Number of the provider • Omnibus Sworn Statement (for the winning bidder) • DTI Registration • Official Receipt with up-to-date / valid BIR and TIN • 2023 Mayor’s Permit • Quotation/Proposal 4.7 Payment shall be processed upon satisfactory completion of catering services and submission of complete docs.		

Coforme: _____
 Signature over Printed Name/Company/Date

	<p>4.8 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 a day before the program or before 8:00 a.m. on the day of the program</p> <p>4.9 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"> • The caterer cannot use "styrofoam/plastic" for cutlery, serving, and packaging of food; • 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 <p>4.10 The service supplier shall provide a vegetarian meal option.</p>
<p>5. PAYMENT ARRANGEMENT</p>	<p>5.1. Payment shall be processed after the training program with complete supporting documents which includes:</p> <ul style="list-style-type: none"> • Original Billing Statement or Statement of Account; and • Training Attendance Certification and Memorandum Order prepared by Learning and Development Department.
<p>Recommending Approval:</p> <p style="text-align: center;">SIGNED</p> <p>VP MARIA VIRGINIA M. TIPACE Head, Learning and Development Department</p>	<p>Approved by:</p> <p style="text-align: center;">SIGNED</p> <p>FVP ROMEO B. CARANDANG Concurrent OIC, Human Resource Management Group (per Office Order No. 331 dated August 1, 2023)</p>

Coforme: _____
Signature over Printed Name/Company/Date



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10466819
 Procuring Entity DEVELOPMENT BANK OF THE PHILIPPINES - HEAD OFFICE
 Title P-LDD-24-00001 - CATERING SERVICES, PER APPROVED TERMS OF REFERENCE
 Area of Delivery Benguet

Solicitation Number:	P-LDD-24-00001 - CATERING SERVICES, PER APPROVED T	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Catering Services	Date Published	11/01/2024
Approved Budget for the Contract:	PHP 158,025.00	Last Updated / Time	10/01/2024 10:17 AM
Delivery Period:	3 Day/s	Closing Date / Time	15/01/2024 08:00 AM
Client Agency:			
Contact Person:	Procurement Unit DBP - Head Office Procurement/Purchasing Staff Procurement Management Unit-PSM 6th Floor DBP Head Office Sen. Gil J. Puyat corner Makati Avenues Makati City Metro Manila Philippines 1200 63-2-8189511 Ext.2636 63-2-8151614 pimd-pu-gsteam@dbp.ph		

Description

1 LOT - Catering Services, Per Approved Terms of Reference

NOTE: Due to the urgency of this request, deadline for submission of proposals and documents shall be on 11 January 2024 at 3:00 PM.

Please be guided by the following:

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Name of Company/Supplier: _____

Authorized Signatory: _____ Date: _____

Signature over Printed Name _____

Created by Procurement Unit DBP - Head Office
 Date Created 10/01/2024

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