



**REQUEST FOR QUOTATION (RFQ)**

**FOOD, PER APPROVED TERMS OF REFERENCE**

Procuring Entity : DBP Head Office  
 Solicitation Number : P-ERD-24-00007  
 Date of Posting/Canvass : 02/19/2024  
 Deadline of Submission : 02/23/2024 (9:00 AM)  
 Approved Budget for the Contract (ABC) : ₱949,900.00

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

**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);
- Secretary's Certificate (for suppliers under partnership/corporation)
- Latest Income Tax Return
- DTI Certificate of Registration
- 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*

**DEVELOPMENT BANK OF THE PHILIPPINES**

**TERMS OF REFERENCE**

**FOOD FOR FAMILY DAY 2024**

<b>EVENT/PURPOSE</b>	2024 DBP FAMILY DAY CELEBRATION
<b>DATE and VENUE</b>	Marikina Sports Complex 24 Sumulong Highway, Marikina City/March 9, 2024 (Saturday)
<b>Approved Budget for the Contract</b>	P 949,900.00 (inclusive of VAT/applicable taxes)
<b>Criteria</b>	Description
<b>Price</b>	<ul style="list-style-type: none"><li>• Must be within the approved budget</li><li>• Comparable with the prevailing market rates</li></ul>
<b>Food and Services</b>	<p><b>BREAKFAST FOR ADULT 1,100 @ 200/PAX</b></p> <ul style="list-style-type: none"><li>• Scrambled Egg</li><li>• Grilled Spam</li><li>• Pandesal</li><li>• Apple</li><li>• Ice Tea (solo bottle)</li></ul> <p><b>BREAKFAST FOR CHILDREN 1,200 @200/PAX</b></p> <ul style="list-style-type: none"><li>• Hamburger with Lettuce/Cucumber (Ketchup or Mayo in sachet)</li><li>• French Fries</li><li>• Apple</li><li>• Ice Tea (solo bottle)</li></ul> <p><b>LUNCH 2,300 @213/PAX</b></p> <ul style="list-style-type: none"><li>• Chicken Pork Adobo</li><li>• Hard Boiled Egg</li><li>• Steamed Okra or Fried Eggplant</li><li>• Rice</li><li>• Banana (Lacatan)</li><li>• Free flowing coffee</li><li>• Provision of personnel to serve around 2,300 persons</li><li>• Bottled water</li></ul> <p><b>Note:</b> Free flowing coffee is only available from breakfast to lunch.</p>



Food for Family Day, per Terms of Reference

	<ul style="list-style-type: none"> <li>● Breakfast should be available starting at 6:00 a.m.; food serving to start at 7:00 a.m.</li> <li>● Lunch should be available starting at 11:30 am.; food serving to start at 12:00 pm.</li> <li>● Must be in catering business for at least five (5) years.</li> <li>● The Supplier must have an experience in serving 1000 pax or more in a single event.</li> <li>● In case of suspension due to a force majeure ( e.g, typhoon, earthquake, flooding), DBP can cancel the services of the caterer without cancellation or penalty fee a day before the program or before 7:00 a.am. on the day of the program.</li> <li>● As part of the implementation of the Environmental Management System in mitigating unnecessary hazardous waste from damaging to the environment, the caterer:             <ul style="list-style-type: none"> <li>- Should not use styrofoam/plastic for food packaging.</li> <li>- Is required to segregate/dispose of food leftover and other waste generated after the event.</li> <li>- Food packs should be delivered in paper boxes with disposable wooden spoon and fork.</li> </ul> </li> </ul>
<p><b>Documentary Requirements</b></p>	<p>Interested Supplier/s must submit the following:</p> <ul style="list-style-type: none"> <li>● Proposal/Quotation</li> <li>● 2024 Mayor's/Business Permit</li> <li>● Proof of PhilGEPS Registration</li> <li>● Omnibus Sworn Statement</li> <li>● Secretary Certificate (for supplier under partnership/corporation)</li> <li>● Latest Income Tax Return</li> <li>● DTI Certificate of Registration</li> <li>● Signed Request for Quotation (RFQ)</li> </ul>
<p><b>Payment</b></p>	<ul style="list-style-type: none"> <li>● Payment shall be processed after the completion of the services and subject to complete documents for payment (e.g. Billing Statement or Statement of Account, Certificate of Completion as applicable)</li> <li>● For every day of delay, 1/10 of 1% (0.001) of the price of the unperformed/delivered service/quantity shall be deducted from the payment, in case the supplier fails to deliver the items on time. Once the cumulative amount of the liquidated damages reaches ten percent (10%) of the amount of the PO, the DBP may rescind or terminate the contract without prejudice to other courses of actions and remedies open to it.</li> </ul>

Recommended by:

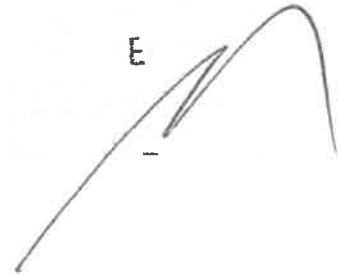
**SIGNED**

**RUDE/ITO L. TIRADO, JR.**

**MANAGER**

Wellness Program/Medical Claims

Health and Wellness Unit/ERD-HRMG

A handwritten signature in black ink, appearing to be 'R. Tirado', with a large, sweeping flourish that extends upwards and to the right. The letter 'E' is visible near the top of the flourish.

Approved by:

**SIGNED**

**AVP ALÉX/F. OLIVAREZ**

**OIC, ERD**

Per Group Order No. 2028 dated July 1, 2022



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10570597  
**Procuring Entity** DEVELOPMENT BANK OF THE PHILIPPINES - HEAD OFFICE  
**Title** P-ERD-24-00007 - FOOD, PER TERMS OF REFERENCE  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	P-ERD-24-00007 - FOOD, PER TERMS OF REFERENCE	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Catering Services	<b>Date Published</b>	20/02/2024
<b>Approved Budget for the Contract:</b>	PHP 949,900.00	<b>Last Updated / Time</b>	19/02/2024 10:22 AM
<b>Delivery Period:</b>	1 Day/s	<b>Closing Date / Time</b>	23/02/2024 09:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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 - FOOD, PER TERMS OF REFERENCE

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Name of Company/Supplier: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_ Date: \_\_\_\_\_

Signature over Printed Name \_\_\_\_\_

**Created by** Procurement Unit DBP - Head Office

**Date Created** 19/02/2024

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