



REQUEST FOR QUOTATION (RFQ)

Catering Services, Per Approved Terms of Reference

Procuring Entity : DBP Head Office
Solicitation Number : P-LDD-25-00015
Date of Posting/Canvass : 02/10/2025
Deadline of Submission : 02/14/2025 (10:00AM)
Approved Budget for the Contract (ABC) : ₱ 542,800.00

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:

- Quotation/Proposal with at least ten (10) menu option [using supplier's letterhead];
- 2025 Mayor's/Business Permit;
- Sanitation Permit;
- Secretary's Certificate (for supplier under partnership/corporation);
- DTI Registration/SEC Registration;
- Proof of PhilGEPS Registration Number of the provider;
- Omnibus Sworn Statement;
- Latest Income/Business Tax Return; and
- Signed Request for Quotation (RFQ)

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

MELBA V. BERMUDEZ / pimd-pu-gsteam@dbp.ph / 8818-9511 local 2636

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

Purpose	Procurement of Catering Services for the conduct of various In-House Training Programs for the period February – April 2025 at the DBP Head Office, Makati City.																			
Period/Dates	February to April 2025 <ul style="list-style-type: none">The requestor, Learning and Development Department, will send notice to the supplier on the program date at least 5 calendar days before the start of the program.The dates of the program may be subject to change provided that actual date/s are confirmed at least three (3.) days prior to the start of the program.																			
Venue/s	DBP Head Office Building ,Senator Gil Puyat corner Makati Avenue, Makati City (4F Training Rooms, 12F Executive Suites/Executive Staff Room or DBP Penthouse, Bulwagan ng Diwang Pilipino)																			
Approved Budget for Contract	Php 542,800.00 (inclusive of applicable taxes, delivery, packaging and set-up) <table><tr><th>Meal Type</th><th>Frequency (No. of Pax/Days)</th><th>Unit Cost</th><th>Total Cost</th></tr><tr><td>Lunch, AM and PM Snack</td><td>760</td><td>PHP 700.00</td><td>PHP 532,000.00</td></tr><tr><td>Heavy Snack</td><td>27</td><td>PHP 400.00</td><td>PHP 10,800.00</td></tr><tr><td>Total</td><td>787</td><td></td><td>PHP 542,800.00</td></tr></table>				Meal Type	Frequency (No. of Pax/Days)	Unit Cost	Total Cost	Lunch, AM and PM Snack	760	PHP 700.00	PHP 532,000.00	Heavy Snack	27	PHP 400.00	PHP 10,800.00	Total	787		PHP 542,800.00
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Contact Persons	KRIS JOHN VARGAS / LORENZO MONTANO / ANNE UMBAL (02) 818-9511 local 6630/6628/6646 email address: ldd-spcdu@dbp.ph/ldd-tu@dbp.ph																			
CRITERIA	DESCRIPTION																			
1. LOCATION	1.1. Accessibility – with kitchen within 8.0 km. radius from DBP Head Office, Makati 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 Meal Inclusions <ul style="list-style-type: none">Provision of meals with inclusion as follows: Package 1: AM Snacks, Lunch and PM Snacks<table><tr><th>Meal Type</th><th>Inclusion</th><th>Serving Time</th></tr><tr><td>AM and PM Snack</td><td>Menu choices of at least two (2) snack combination with Drinks (iced tea/fruit juice)</td><td>AM: 9:45 am PM: 2:45 pm</td></tr><tr><td>Lunch</td><td>Menu choices with at least 2 viands (meat and fish/seafood) Vegetable Rice/rice substitute or pasta option or potatoes Soup or Salad Two (2) Dessert option per serving Drinks (2 Jar Choices) Infused water and Fruit Juice or Sago/Gulaman or Iced Tea</td><td>11:45 pm</td></tr><tr><td></td><td>Free-flowing brewed coffee (in percolator) and tea with sugar and creamer, purified drinking water (in hot/cold water dispenser) and candies/mints for the entire training duration</td><td>7:00 am</td></tr></table>				Meal Type	Inclusion	Serving Time	AM and PM Snack	Menu choices of at least two (2) snack combination with Drinks (iced tea/fruit juice)	AM: 9:45 am PM: 2:45 pm	Lunch	Menu choices with at least 2 viands (meat and fish/seafood) Vegetable Rice/rice substitute or pasta option or potatoes Soup or Salad Two (2) Dessert option per serving Drinks (2 Jar Choices) Infused water and Fruit Juice or Sago/Gulaman or Iced Tea	11:45 pm		Free-flowing brewed coffee (in percolator) and tea with sugar and creamer, purified drinking water (in hot/cold water dispenser) and candies/mints for the entire training duration	7:00 am				
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	<p style="text-align: center;">Package 2: Heavy Snack</p> <table border="1" data-bbox="493 322 1439 645"> <tr> <th>Meal Type</th><th>Inclusion</th><th>Serving Time</th></tr> <tr> <td>Premium/ Heavy Snack</td><td>Menu choices for assorted snacks combination (at least 3 kinds) with Drinks (iced tea/fruit juice) Free-flowing brewed coffee (in percolator) and tea with sugar and creamer, purified drinking water (in hot/cold water dispenser) and candies/mints for the entire training duration</td><td>AM: 9:45 am OR PM: 2:45 pm (as may be determined)</td></tr> </table> <p>3.2 Food Handling and Presentation</p> <ul style="list-style-type: none"> • Set-up buffet tables with tablecloth (use earth or paste color tones i.e.: beige/white/blue) skirting and centerpiece. • Food served in chaffing dish with warmers • Provide plates, goblets, cups, saucers and silverware cutlery (no single use plastic/stirrer) • Provide at least 2 waiters in uniform with ID who shall be on stand-by at the buffet counter for the duration of catering services/ • Must be fully responsible for the quality and safety of food served, to include but not limited to food poisoning. • As part of the Green Procurement Policy, the supplier/caterer shall use environment friendly carton boxes/utensils for packed meals (on request basis) and not “styrofoam/single-use plastic” for food packaging or utensils. • In terms of disposal, the supplier/caterer is required to segregate/dispose of leftover food and other waste generated (decorations, packaging materials, etc.) after the event. 	Meal Type	Inclusion	Serving Time	Premium/ Heavy Snack	Menu choices for assorted snacks combination (at least 3 kinds) with Drinks (iced tea/fruit juice) Free-flowing brewed coffee (in percolator) and tea with sugar and creamer, purified drinking water (in hot/cold water dispenser) and candies/mints for the entire training duration	AM: 9:45 am OR PM: 2:45 pm (as may be determined)
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<p>4. OTHER CONDITIONS</p>	<p>4.1. The contract shall expire after the period of three (3) months after the receipt of Notice to Proceed (NTP) or until completion/consumption of the 787 meal orders whichever comes earlier.</p> <p>4.2. Proposal to include cost/head based on a guaranteed minimum order for the indicated number of participants/frequency.</p> <p>4.3. The Provider shall assign a point person to whom DBP will coordinate regarding the delivery schedule and catering requirements for the training program.</p> <p>4.4. 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>4.5. Billing shall be based on minimum guaranteed number or actual number as arranged at least three (3) days before but not to exceed the total ABC.</p> <p>4.6. Must be in the business for at least 3 years. Provider must submit the following:</p> <ul style="list-style-type: none"> • Quotation/proposal with at least ten (10) menu option • 2025 Mayor's/Business Permit • Sanitation Permit • Secretary's Certificate (for supplier under partnership/corporation) • DTI Registration/SEC Registration • Proof of PhilGEPS Registration Number of the provider • Omnibus Sworn Statement • Latest Income/Business Tax Return • Signed Request for Quotation (RFQ) 						

	<p>4.7. In case of work suspension due to force majeure (such as 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>4.8. The supplier/caterer shall provide a vegetarian meal option</p>
5. PAYMENT ARRANGEMENT	<p>5.1. Payment shall be processed after satisfactory completion of catering service per confirmed schedule and submission of complete documents.</p> <p>5.2. Progress billing where payment shall be processed after each event, upon satisfactory completion of catering services subject to complete supporting documents:</p> <ul style="list-style-type: none"> • Billing Statement/Statement of Account • BIR 2307 • Updated valid Tax Clearance • Certificate of Completion
<div> <div> Recommending Approval: </div> <div> SIGNED AVP MARY CHRISTINE Y. DELES Head, Training Unit </div> <div> SIGNED AVP CRISÉL A. CÁRLOS Head, Succession Planning and Career Development Unit <i>Y.</i> </div> </div> <div> <div> Approved by: </div> <div> SIGNED VP MARIA VIRGINIA M. TIPACE Head, Learning and Development Department </div> </div>	

