

DEVELOPMENT BANK OF THE PHILIPPINES

Head Office: Sen. Gil J. Puyat Avenue corner Makati Avenue, Makati City, Philippines



REQUEST FOR QUOTATION

			<u>February 4, 2025</u>						
					Date				
Name of B	usiness / Co	mpany:							
Address:									
Contact Pe	erson:								
Contact Nu	ımber:								
Signature:									
Diagon guete		t price inclusive of s	delivery charges and all applicable toys	a datailad aa fall					
Please quote	e governmen	it price inclusive of c	delivery charges and all applicable taxe	Approved Budget for the		0			
Qty.	Unit		/ Service / Specifications	Contract		Quotation			
				Unit Cost	Total	Unit Cost	Total		
1	Lot	Ginhawa Serye: Training	es (38 pax) for the conduct of the Wholeness in the Workplace	P102,600.00	P102,600.00				
			attached Terms of Reference)						
			Total						
			Iotai						
Delivery /	Address	DBP Training	Complex, Baguio City						
Delivery I		February 18 -	- 20, 2025						
Interested su Baguio City	uppliers are r or through er	required to submit si mail address, nlbg@	gned Price Quotation Form <u>on or befo</u> edbp.ph.	re 5:00 P.M. of I	February 11, 202	2 <u>5</u> at DBP BBG N	Vorthern Luzon,		
The project s	shall be awa	rded to the supplier	with the Lowest Calculated and Respon	nsive Quotation.					
Kindly attach	n copy of the	following document	S:						
		1. May	vor's / Business Permit						
		2. Phil	GEPS Registration Certificate						
		3. Data	a Privacy Consent Form						
For inquiry, y	you may con	tact Mgr. Krizia Mae	e M. Quela, at Telephone No. (074) 442	-5308					
Thank you.									
				;	signed				
					A DOLORES C.	GUEVARA			

(02) 8818-9511







Head, BBG - Northern Luzon

TERMS OF REFERENCE

Event/Purpose	Procurement of Catering Services for the conduct of the Ginhawa Serye: Wholeness in th Workplace Training										
Dates	February 18-20, 2025										
Venue/s	DBP Training Complex, Baguio City										
Approved Budget	P 102,600.00										
for Contract	Training Program	Schedule	chedule Meal Type		No. of Days	Total Cost					
		February 18, 2025	Lunch, PM Snacks, Dinner	38	1						
	Ginhawa Serye: Wholeness in the	February 19, 2025	Breakfast, AM Snacks, Lunch, PM Snacks and Dinner	38	1	Php 102,600.00					
		February 20, 2025	Breakfast, AM Snacks, and Lunch	38	1						
Contact Person	(02) 818-9511 kg		email address: <u>ldd-</u>	tu@dbp.ph							
CRITERIA											
1. LOCATION	 1.1. Accessibility— with kitchen within 5.0 km. radius from DBP Training Complex, Baguio City 2.1. Must be within or lower than the approved budget 2.2. Comparative with prevailing market rates 										
2. PRICE											
3. FOOD AND	3.1 Availability										
SERVICES	Provision of meals with inclusion as follows: Meal Type Inclusion					Serving Time					
	Meal Typ Buffet Break	fast • Mer fish/ • Rice	nu choices with at lead /seafood/egg) and/or bread option	6:30AM							
	AM Snacks	Cho serv	essert choices ice of at least two (2) ving aks (iced tea/fruit juic	9:45 AM							
	Buffet Lunch	fish/ • Vege • Rice • Soul • 2 De • Drin	 Menu choices with at least 2 viands (meat and fish/seafood) Vegetable Rice/rice substitute or pasta option or potatoes Soup or Salad 2 Dessert choices per serving Drinks (2 Jar Choices) Infused water and Fruit Juice or Sago/Gulaman or Iced Tea 								
	PM Snacks	• Cho	ice of at least two (2)	2:45 AM							
	Buffet Dinne	• Mer fish/ • Veg • Rice • Soul • 2 De • Drin	nu choices with at lead /seafood)	6:45 PM							

All meal type should have free-flowing coffee/tea and purified drinking water. 3.2 Food Handling and Presentation Set-up buffet tables with tablecloth (use earth or pastel color tones. i.e.: beige/white/blue) skirting and centerpiece Food must be served in chaffing dish with warmers Provide plates, goblets, cups, saucers and silverware cutlery Provide at least 2 waiters in uniform with ID who shall be on stand-by at the buffet counter for the duration of catering service. 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. Must be fully responsible for the quality and safety of food served, to include but not limited to food poisoning. 4.1. Proposal to include cost/head based on a guaranteed minimum order for the indicated number 4. OTHER of participants. CONDITIONS 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. Notice to supplier shall be sent at least a day 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. Provider shall submit the following: PhilGEPS Registration Number of the provider Omnibus Sworn Statement (for the winning bidder) **DTI Registration** Quotation/Proposal 2025 Mayor's/Business Permit Secretary's Certificate (Supplier under partnership/corporation) Signed Request for Quotation 4.7. Payment shall be processed upon satisfactory completion of catering services and submission of complete docs. 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 4.9. As part of the implementation of the Environmental Management System, to avoid unnecessary hazardous waste and to prevent damage to environment: The caterer cannot use "styrofoam/plastic" for food packaging 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 4.9 The service supplier shall provide a vegetarian meal option. 5.1. Payment shall be processed after the event. 5. PAYMENT 5.2. The Billing Statement shall be submitted after the event and consistent with number of **ARRANGEMENT** participants for payment facilitation: Training Attendance Certification prepared by Learning and Development Department Memorandum Order Billing Statement Approved by: Recommending Approval: signed signed FVP ROMEO B CARANDANG VP MARIA VIRGINIA M. TIPACE Officer-in-Charge, Human Resource Management Group Head, Learning and Development Department Per Office Order No. 490 dated November 27, 2024