



REQUEST FOR QUOTATION (RFQ)

Procurement of Catering Services for the conduct of various In-House Training Programs for April to July 2025

Procuring Entity	:	DBP Head Office
Solicitation Number	:	P-LDD-25-00073
Date of Posting/Canvass	:	03/17/2025
Deadline of Submission	:	03/21/2025 (10:00AM)
Approved Budget for the Contract (ABC)	:	₱ 849,000.00

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 options per meal type *[using supplier's letterhead]*;
- 2025 Mayor's/Business Permit;
- Sanitation Permit;
- Secretary's Certificate (for suppliers under partnership and corporation);
- DTI/SEC Registration;
- Proof of PhilGEPS Registration Number of the provider;
- Omnibus Sworn Statement (10 statements);
- Latest Income/Business Tax Return; and
- Data Privacy Consent Form

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

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 April - July 2025 at the DBP Head Office, Makati City.																						
Period/Dates	April - July 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 849,000.00 (inclusive of applicable taxes, delivery, packaging and set-up) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 30%;">Meal Type</th><th style="width: 20%;">Frequency (No. of Pax/Days)</th><th style="width: 20%;">Unit Cost</th><th style="width: 30%;">Total Cost</th></tr> </thead> <tbody> <tr> <td>Lunch, AM and PM Snack</td><td style="text-align: center;">1086</td><td style="text-align: right;">PHP 700.00</td><td style="text-align: right;">PHP 760,200.00</td></tr> <tr> <td>Premium / Heavy Snack</td><td style="text-align: center;">132</td><td style="text-align: right;">PHP 400.00</td><td style="text-align: right;">PHP 52,800.00</td></tr> <tr> <td>AM or PM Snack</td><td style="text-align: center;">180</td><td style="text-align: right;">PHP 200.00</td><td style="text-align: right;">PHP 36,000.00</td></tr> <tr> <td>Total</td><td style="text-align: center;">1398</td><td></td><td style="text-align: right;">PHP 849,000.00</td></tr> </tbody> </table>			Meal Type	Frequency (No. of Pax/Days)	Unit Cost	Total Cost	Lunch, AM and PM Snack	1086	PHP 700.00	PHP 760,200.00	Premium / Heavy Snack	132	PHP 400.00	PHP 52,800.00	AM or PM Snack	180	PHP 200.00	PHP 36,000.00	Total	1398		PHP 849,000.00
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Contact Persons	ANNE UMBAL/ ARIANNE MAGHIRANG/LORENZO MONTANO (02) 818-9511 local 6630/6628/6646 email address: 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 Provision of meals with inclusion as follows: Package 1: AM Snacks, Lunch and PM Snacks <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 20%;">Meal Type</th><th style="width: 60%;">Inclusion</th><th style="width: 20%;">Serving Time</th></tr> </thead> <tbody> <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> </tbody> </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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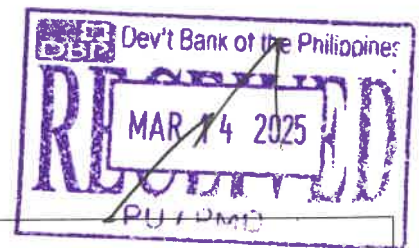
CONFORME:

Company Name

Name & Signature

Date

[Handwritten Signature]



Package 2: Heavy Snack

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)

Package 3: AM/PM Snacks Only

Meal Type	Inclusion	Serving Time
AM/PM Snack	Menu choices of at least two (2) snack combination 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)	AM: 9:45 am OR PM: 2:45 pm (as may be determined)

3.2 Food Handling and Presentation

- 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.
- Must be fully responsible for the quality and safety of food served, to include but not limited to food poisoning.

4. OTHER CONDITIONS

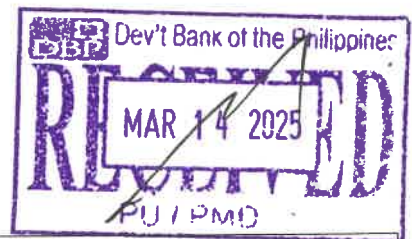
- 4.1. The contract shall expire after the period of three (3) months after the receipt of Notice to Proceed (NTP) or until completion/consumption of 1398 meal orders, whichever comes earlier.
- 4.2. Proposal to include cost/head based on a **guaranteed minimum order for the indicated number of participants/frequency.**
- 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.


CONFORME:

Company Name

Name & Signature

Date



	<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 options per meal type • 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 • Data Privacy Consent Form <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 7:00 a.m. on the day of the program</p> <p>4.8. The supplier/caterer shall provide a vegetarian meal option</p>
<p>5. PAYMENT ARRANGEMENT</p>	<p>5.1. 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 and Valid Tax Clearance • Certificate of Completion
<p>Recommending Approval:</p> <p>SIGNED AVP MARY CHRISTINE THERESE Y. DELES Head, LDD – Training Unit</p> <p>SIGNED AVP CRISEL A. CARLOS Head, LDD – Succession Planning and Career Development Unit</p>	<p>Approved by: </p> <p>SIGNED VP MARIA VIRGINIA M. TIPACE Head, Learning and Development Department</p>

CONFORME:

Company Name _____

Name & Signature _____

Date _____