



**REQUEST FOR QUOTATION (RFQ)**

**Catering Services, Per Approved Terms of Reference**

Procuring Entity : DBP Head Office  
Solicitation Number : P-LDD-26-00015  
Date of Posting/Canvass : 02/11/2026  
Deadline of Submission : 02/16/2026 (10:00am)  
Approved Budget for the Contract (ABC) : ₱ 1,499,000.00

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:**

- Signed Quotation/Proposal with at least ten (10) menu options per meal type *[using supplier's letterhead]*;
- 2026 Mayor's/Business Permit;
- Sanitation Permit;
- Secretary's Certificate (for supplier under partnership & corporation);
- DTI/SEC Registration;
- Proof of PhilGEPS Registration;
- Omnibus Sworn Statement *(11 statements)*;
- Latest Income/Business Tax Return; and
- Signed DBP 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



<b>Purpose</b>	Procurement of <b>Catering Services for the conduct of various Core Competency In-House Training Programs for CY 2026 at the DBP Head Office, Makati City.</b>																						
<b>Period/Dates</b>	<b>February - December 2026</b> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>																						
<b>Venue/s</b>	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)																						
<b>Approved Budget for Contract</b>	<b>Php 1,499,000.00</b> (inclusive of VAT, applicable taxes and other charges) <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Meal Type</th> <th>Frequency (No. of Pax/Days)</th> <th>Unit Cost</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>AM or PM Snack*</td> <td>4,060</td> <td>PHP 150.00</td> <td>PHP 609,000.00</td> </tr> <tr> <td>Lunch*</td> <td>2,030</td> <td>PHP 400.00</td> <td>PHP 812,000.00</td> </tr> <tr> <td>Premium / Heavy Snack / Cocktails</td> <td>195</td> <td>PHP 400.00</td> <td>PHP 78,000.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>6,285</b></td> <td></td> <td><b>PHP 1,499,000.00</b></td> </tr> </tbody> </table> <p><i>*Snacks and Lunch may be packaged for a whole day or half day training/event meal package</i></p>			Meal Type	Frequency (No. of Pax/Days)	Unit Cost	Total Cost	AM or PM Snack*	4,060	PHP 150.00	PHP 609,000.00	Lunch*	2,030	PHP 400.00	PHP 812,000.00	Premium / Heavy Snack / Cocktails	195	PHP 400.00	PHP 78,000.00	<b>Total</b>	<b>6,285</b>		<b>PHP 1,499,000.00</b>
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<b>Contact Persons</b>	ANNE L. UMBAL/DEUEL QUINTANAR (02) 818-9511 local 6630/6628/6646   email address: <a href="mailto:ldd-tu@dbp.ph">ldd-tu@dbp.ph</a>																						
<b>CRITERIA</b>	<b>DESCRIPTION</b>																						
<b>1. LOCATION</b>	<b>1.1. Accessibility</b> – with kitchen within <b>8.0 km.</b> radius from DBP Head Office, Makati City																						
<b>2. PRICE</b>	<b>2.1.</b> Must be within or lower than the approved budget <b>2.2.</b> Comparative with prevailing market rates																						
<b>3. FOOD AND SERVICES</b>	<b>3.1 Meal Inclusions</b> Provision of meals with inclusion as follows:  <b>Meal Type 1: AM Snacks or PM Snacks</b> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Meal Type</th> <th>Inclusion</th> <th>Serving Time</th> </tr> </thead> <tbody> <tr> <td>AM or PM Snack</td> <td>Menu choices of at least a 2-kind snack combination (e.g. pasta + half sandwich; palabok + banana turon; lugaw + tokwa't baboy)) and with Drinks (iced tea/fruit juice)</td> <td>AM: 9:45 am PM: 2:45 pm</td> </tr> </tbody> </table>			Meal Type	Inclusion	Serving Time	AM or PM Snack	Menu choices of at least a 2-kind snack combination (e.g. pasta + half sandwich; palabok + banana turon; lugaw + tokwa't baboy)) and with Drinks (iced tea/fruit juice)	AM: 9:45 am PM: 2:45 pm														
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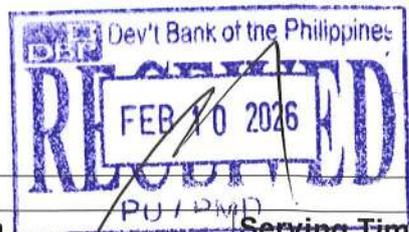
CONFORME:

Company Name

Name & Signature

Date





**Meal Type 2: Lunch**

Meal Type	Inclusion	Serving Time
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

**Meal Type 3: Heavy/Premium Snack/Cocktails**

Meal Type	Inclusion	Serving Time
Premium/ Heavy Snack/Cocktails	Menu choices for a 3-kind snack combination (e.g. skewers/chicken fingers/assorted canapes with cheeses + pasta + sandwiches) with Drinks (iced tea/fruit juice/fruit punch)	AM: 9:45 am OR PM: 2:45 pm (as may be determined)

Meal types must include free-flowing brewed coffee (in percolator) and tea with sugar and creamer, readily available by 7:00AM, purified drinking water (in hot/cold water dispenser) and candies/mints for the entire training duration

**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.

CONFORME:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date

**4. OTHER CONDITIONS**

- 4.1. The contract shall commence upon acceptance of Notice to Proceed (NTP) up to December 29, 2026 or until completion/consumption of 6,285 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.

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	<p><b>4.4.</b> 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><b>4.5.</b> 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><b>4.6.</b> Provider must be in the business for at least 3 years. Provider must submit the following:</p> <ul style="list-style-type: none"> <li>• Quotation/proposal with at least ten (10) menu options per meal type</li> <li>• 2026 Mayor's/Business Permit</li> <li>• Sanitation Permit</li> <li>• Secretary's Certificate (for supplier under partnership/corporation)</li> <li>• DTI Registration/SEC Registration</li> <li>• Proof of PhilGEPS Registration</li> <li>• Omnibus Sworn Statement</li> <li>• Latest Income/Business Tax Return</li> <li>• Signed DBP Data Privacy Consent Form</li> </ul> <p><b>4.7.</b> 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><b>4.8.</b> The supplier/caterer shall provide a vegetarian meal option</p>
<p><b>5. PAYMENT ARRANGEMENT</b></p>	<p><b>5.1.</b> Payment shall be made based on the actual number of meal orders served from the issuance of the Notice to Proceed (NTP) up to December 29, 2026, or until the completion/consumption of the 6,285 meal orders, whichever comes earlier.</p> <p><b>5.2.</b> 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"> <li>• Invoice</li> <li>• Billing Statement/Statement of Account</li> <li>• BIR 2307</li> <li>• Training Attendance Certificate / Certificate of Completion</li> </ul>
<p>Recommending Approval:</p> <p style="text-align: center;"><b>SIGNED</b></p> <p><b>AVP MARY CHRISTINE THERESE Y. DELES</b> Acting Head, Learning and Development Department Per Group Order No. 530 dated February 5, 2026</p>	<p>Approved by:</p> <p style="text-align: center;"><b>SIGNED</b></p> <p><b>SVP ROMEO B. CARANDANG</b> Head, Human Resource Management Group</p>

CONFORME:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date

