

**Republic of the Philippines**  
**Province of Davao del Norte**  
**BIDS AND AWARDS COMMITTEE**  
Government Center, Mankilam, Tagum City



**REQUEST FOR QUOTATION**

[Negotiated Procurement - Small Value Procurement]

Control No. :



PR Number  
**2023010794**  
R0

Quotation No. : **S20230575**  
Old RFQ No. : **N/A**  
Date : **Feb 15, 2023**  
Page : **Page 1 of 3**

The Provincial Government of Davao del Norte intends to procure the hereunder item/s in accordance with the pertinent provisions of the Republic Act 9184 and its Implementing Rules and Regulations.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Should the Bids and Awards Committee find your price lowest and responsive; you will be officially notified through issuance of a Notice of Award (NOA) and a Purchase Order (PO). The Provincial Government of Davao del Norte reserves the right to accept or reject any bid, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance to Section 35.6 and Section 41 of the 2016 Revised IRR of RA 9184.

I.N.	Quantity/Unit	Item	Quotation	
			Unit Price	Total Amount
1	40.00 pax	Am snacks, Lunch, PM snacks, Dinner w/ room accommodation Day 1 Am Snack, Lunch, Pm Snack, Dinner & Room Accommodation Am Snack: Cheesy Ensaymada & Canned Juice Lunch: Tinolang Barilis, Chicken Native Adobo. vegetables salad, mix fruits & ready to serve drinks Pm snack: Egg Sandwich w/ cucumber & canned juice Dinner : Bihon Guisado, soup, Grilled fish, mix fruits & ready to serve drinks Note: with Room Accommodation	_____	_____
2	40.00 pax	Breakfast, Am snacks, Lunch, Pm snacks, Dinner / accommodation Day 2 Breakfast: Rice, Boiled Eg, chicken tocino, mix fruits & ready to serve drinks Am Snack: Buko Pie & Canned Juice Lunch: Native Tinola Chicken, Fish Tuna fillet, mix veggies , mix fruits & ready to serve drinks Pm Snack: Fresh Lumpia & canned juice Dinner: Fried Chicken , chop suey, corn soup, mix fruits & ready to serve drinks Note : with Room Accommodation	_____	_____
Grand/Lot Total:			_____	_____

- REMARKS : \*with free 4 x 6 tarpaulin  
\*w/ free bottled water  
Technical Specification  
\* Room accommodation  
\* air-conditioned room  
\* use of swimming pool  
\* bath soap, shampoo & bath towel  
\* wireless internet access in guestrooms  
\* with hot & cold shower  
\* LCD cable TV  
\* in-room safety deposit box  
**BANQUET**  
\* Free use of function room  
\* Basic sound system  
\* full board meals  
\* standard floral centerpiece per table  
\* Rostrum with 1 wired Microphone & 2 back-up wired microphones  
\* white board with pen & eraser  
\* free flowing coffee  
\* Registration Table

Green Procurement Terms and Conditions

NAME OF ESTABLISHMENT \_\_\_\_\_

STEEVE P. CUARTE

Wednesday, February 15, 2023

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**FOOD AND CATERING SERVICES**

1. The service supplier shall have its own environmental policy, covering environmental procurement, the reduction of waste and energy consumption, and water saving.
2. The service supplier shall provide local or regional products or products which are produced in a sustainable way (e.g. produced according to good agriculture practices, organic, avoiding overfishing, no products from threatened species) when offering food and beverages.
3. For buffet, the supplier shall deliver catering service strictly without using any forms of single-use plastics like wrappings and sachets, plastic stirrers, PET plastic bottles, etc.
4. The service supplier shall be responsible for the disposal of all solid wastes they generate during the provision of goods and services and shall ensure that the venue is waste free upon leaving.
5. In cases where buffet service is not possible, the supplier shall deliver individual food packs using at least 50% biodegradable packing material with 2-in-1 spoon-fork. The use of styro foam as packing material is strictly not allowed. Food packing must bear the business name of the service supplier.

**Meals and snacks with room accommodation to be used during the Provincial ADAC Conference between February to November 2023, Provincial Social Welfare and Development Office**

APPROVED BUDGET FOR THE CONTRACT (ABC) : **₱184,000.00**

OPENING DATE AND TIME OF BIDDING: **February 23, 2023 9:00 am**

Place of Delivery : **at the venue/hotel**

Delivery Term : **On the Day of Activity**

General Terms & Conditions :

1. Bidders shall provide correct and accurate information required in this form and shall quote for all the items, considering that this **procurement is for lot awarding, otherwise, the RQF will be rejected.**
2. Price quotation/s must be valid for a period of ninety (90) calendar days from the date of submission. In case the Provincial Government of Davao del Norte will officially notify that the items will be procured from the determined bidder, the stocks shall be readily available off-the-shelf.
3. Bidders shall specify/indicate the brand names in the RFQ and the country of origin.
4. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
6. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
7. The Provincial Government of Davao del Norte shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Provincial Government of Davao del Norte shall adopt and employ "tosscoin" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor.
10. The following documentary requirements shall be submitted together with the Request for Quotation Form as requisite for award:
  - a. For Shopping:
    - 1.) Mayor's/Business Permit
    - 2.) PhilGEPS Registration Number
  - b. For Small Value Procurement:
    - 1.) Mayor's/Business Permit
    - 2.) PhilGEPS Registration Number
    - 3.) Professional License /Curriculum Vitae (for Consulting Services only)
    - 4.) PCAB License (for Infra. only)
    - 5.) Income/Business Tax Return (For ABCs above P500K only)
    - 6.) Omnibus Sworn Statement

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VERY TRULY YOURS,

  
**DENNIS B. DEVILLERES , LI.B**  
BAC CHAIRPERSON

I hereby certify and affirm to the foregoing quotation, terms and conditions :

NAME OF ESTABLISHMENT _____	
ADDRESS _____	
Please check whether VAT or Non-VAT	<input type="checkbox"/> V.A.T. <input type="checkbox"/> Non - V.A.T.
T.I.N. _____	PhilGEPS Registration No.: _____

_____
SIGNATURE OVER PRINTED NAME
_____
DESIGNATION
_____
CONTACT NUMBER
_____
EMAIL ADDRESS