



Republic of the Philippines
Department of Justice
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Third Floor MWSS Administration Bldg., Katipunan Road
Balara, Quezon City
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Date: 23 November 2020
RFQ No. 2020-11-041

REQUEST FOR QUOTATION

PROCUREMENT OF MEALS (LUNCH AND PM SNACK) FOR (4) DAYS FOR OGCC 85TH ANNIVERSARY

The Office of the Government Corporate Counsel (OGCC), will undertake Small Value Procurement under Section 53.9 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184 for the OGCC 85th Anniversary celebration.

ITEM	Quantity	Specification	Unit Price
Lunch and PM Snack for (4) Days for OGCC 85th Anniversary	200 (50 pax per day)	Provide and deliver themed complete meals (Lunch and PM Snack with drinks) to OGCC as follows: 1-Dec-2020: Filipino 2-Dec-2020: Chinese 3-Dec-2020: Korean 4-Dec-2020: Italian Delivery Time: Lunch - 11:00am PM Snacks - 2:30pm	PhP700.00
<i>Approved Budget for the Contract</i>			PhP140,000.00

May we request you to submit your quotation/best offer by filling up the attached quotation form (**Annex "A"**) duly signed by you or your duly authorized representative for the item described herein, subject to the following:

TERMS AND CONDITIONS

<p>I. VALIDITY OF PRICE QUOTATION AND OTHER IMPORTANT REMINDERS</p>	<ul style="list-style-type: none">• Quotations must be valid for a period of 10 calendar days (cd) from the date of submission.• Price quotation must be denominated in Philippine peso.• <u>Quotation must include all taxes, delivery charge and other incidental expense.</u>• Quotations exceeding the Approved Budget for the Contract shall be rejected.• <u>Include a picture of your product together with the submitted quotation form.</u>
<p>II. DOCUMENTARY REQUIREMENT</p>	<ul style="list-style-type: none">• Submit the following eligibility requirement <u>together with your quotation:</u><ul style="list-style-type: none">a. Mayor's/Business Permit;b. PhilGEPS registration number; &c. Omnibus Sworn Statement (Annex C)• For individuals engaged in business, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.• Certification of Platinum Membership may be submitted in lieu of said documents.
<p>III. DELIVERY SCHEDULE AND ACCEPTANCE</p>	<ul style="list-style-type: none">• Goods/Items must be delivered and installed specifically on the dates of expected performance.• The items shall be delivered according to the requirements herein specified.• The OGCC shall have the right to inspect and/or to test the goods to confirm their conformity to the specifications. Supplier shall, within 3 cd from notice, replace all defective items at no cost to the OGCC.• The winning bidder/supplier shall deliver the goods/items at the given office address below: <p style="text-align: center;">85th Anniversary Food and Drinks Committee OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</p>

	<p>3rd Floor MWSS Administration Building, Katipunan Avenue, Balara, Quezon City</p>
<p>IV. PAYMENT TERMS AND LIQUIDATED DAMAGES</p>	<ul style="list-style-type: none"> • Payment shall be made <i>via</i> check within 30 cd following the date of receipt of the items, after due acceptance. Kindly coordinate with the OGCC-85th Anniversary Food and Drinks Committee for the pick-up of the check. • Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The OGCC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
<p>V. DEADLINE OF SUBMISSION OF QUOTATION</p>	<ul style="list-style-type: none"> • Quotation must be submitted <i>via</i> email on or before 26 November 2020, 12 noon at: dcrb.ogcc@gmail.com • Email must be marked “Quotation for Lunch and PM Snack for (4) Days for OGCC 85th Anniversary” • OGCC reserves the right to accept or reject a quotation.

For any clarifications, you may contact Atty. Diane Camilla R. Borja at cellular phone number 09151266932 or email address at dcrb.ogcc@gmail.com.

Thank you.


ATTY. DIANE CAMILLA R. BORJA
BAC Secretariat

QUOTATION FORM

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your quotation.

DATE: _____

Attention : **85th Anniversary Food and Drinks Committee**
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
 3rd Floor MWSS Administration Building
 Katipunan Avenue, Balara, Quezon City

1. After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the Item/s as follow:

ITEM	Quantity	Compliance	Unit Price
<p>Lunch and PM Snacks with drinks for (4) Days for OGCC 85th Anniversary</p>	<p>200</p>	<p>Prospective provider must submit a detailed food line up for lunch and PM snacks per day</p>	
<i>Total</i>			

2. We undertake, if our quotation or bid is accepted, to deliver the above goods specifically on the dates of expected performance.
3. We agree to abide by this Quotation/bid for a period of 10 calendar days from the date of submission.

4. We understand that payment for items delivered will be made *via* check within 30 calendar days following the date of receipt of the items, after inspection and acceptance.

Name of Supplier/Company :

Address :

Telephone Number :

Email address :

PhilGEPS Number :

TIN :

Signature over printed name:

Designation :

TERMS OF REFERENCE

I. OBJECTIVE

The Office of the Government Corporate Counsel (OGCC) is seeking proposal from competent and eligible caterers and/or providers that can meet its requirement in relation to the weeklong celebration of the OGCC 85th Anniversary.

II. PROJECT TITLE

Procurement of Meals (lunch and pm snack) for (4) days for OGCC 85th Anniversary

III. ITEMS AND APPROVED BUDGET FOR THE CONTRACT

ITEM	Quantity	Unit price	Total
Lunch and PM Snacks with drinks for (4) Days for OGCC 85 th Anniversary	200 (50 per day)	700/pax	PhP140,000.00

IV. TECHNICAL SPECIFICATION

PERIOD OF ENGAGEMENT AND VENUE

Inclusive Period : 1 to 4 December 2020
Time : Lunch must be delivered by 11:00am
 PM Snacks must be delivered by 2:30pm
Venue : OGCC Office

QUANTITY

50 food packs shall be delivered daily

MENU [must have a wide variety of menu choices]

Lunch

- 3 course meal
- 1 veggie dish or pasta or salad
- Steamed rice
- Dessert
- drinks

PM Snacks

- snacks must come with drinks

PREPARATION AND PRESENTATION

- provider should assign a point person who shall coordinate with the food committee to ensure the seamless delivery of the service.
- packaging must be in line with the theme for the day
- must include utensils and cutleries
- packaging must be environmentally friendly
- food should be prepared in clean, hygienic and safe conditions.

V. TERMS AND CONDITIONS

- Please see RFQ.
- Provider should be able to provide food with superior taste
- Submitted menu may be subjected to change as requested by the Food Committee
- OGCC shall confirm the final menu 2 days before the intended day of delivery.

VI. TERMS OF PAYMENT

- No down payment.
- Bid price should be inclusive of all taxes and charges and other miscellaneous costs and expenses.
- Payment shall be made *via* check within 30 cd following the date of receipt of the items, after due acceptance. Kindly coordinate with the OGCC-85th Anniversary Food and Drinks Committee for the pick-up of the check.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*
[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];
[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. *[Select one, delete the other:]*
[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;
[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*
[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC

Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]