



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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REQUEST FOR QUOTATION
RFQ No. 2024-11-054

The OFFICE OF THE GOVERNMENT CORPORATE COUNSEL (OGCC), through the Food and Drinks Committee as delegated by the Bids and Awards Committee (BAC), is inviting all interested bidders to submit a proposal/ price quotation for the project with details as follows:

- Project Title : **Catering Service for the Office of the Government Corporate Counsel’s 89th Anniversary**
- Approved Budget for the Contract : **PhP255,000.00 (inclusive of all taxes and fees)**
- Mode of Procurement : **Small Value Procurement**
[Section 53.9, RIRR of RA 9184]
- Location : **Philippine Public Safety College (PPSC)
MWSS Compound, Balara, Quezon City**
- Delivery Period : 6 December 2024, 4PM at the venue or three (3) Calendar Days from Receipt of Notice to Proceed
- End-User Unit : Food and Drinks Committee
- Specifications : Indicated in the Price Quotation Form (PQF)

The details of the schedule of activities are listed as follows:

ACTIVITIES	SCHEDULE
Posting of the Request for Quotation (RFQ)	20 November 2024
Deadline of the Submission of Quotation	25 November 2024, 10:00 am
Opening of the Submission of Quotation	25 November 2024, 10:30 am

This RFQ is subject to the Terms and Conditions herein provided. Please submit your best offer for the items described using the attached PQF.

Submit your duly signed PQF not later than **25 November 2024, 10:00 am**. Electronic proposals shall be emailed to bac@ogcc.gov.ph. Manual submissions shall be at the address indicated below:

AGCC FIONA P. DE LEON
Chairperson, Food and Drinks Committee
Office of the Government Corporate Counsel
3rd Floor, MWSS Administration Building
Katipunan Ave., Balara, Quezon City

The OGCC reserves the right to accept or reject any offer or to cancel the entire procurement process at any time prior to award of the contract without thereby incurring any liability to the affected supplier.

Late submission of proposal or quotation shall not be accepted and considered.

Sgd.
AGCC FIONA P. DE LEON
Chairperson, Food and Drinks Committee

TERMS AND CONDITIONS	
I. VALIDITY OF PRICE QUOTATION AND OTHER IMPORTANT REMINDERS	<ul style="list-style-type: none">• Award of contract shall be made only to the Lowest Calculated and Responsive Quotation (LCRQ) which complies with the minimum technical specifications and other terms and conditions stated herein.• Suppliers shall provide correct and accurate information required in the Price Quotation Form (PQF).• The use of the PQF is highly encouraged to minimize errors or omissions of the required mandatory provisions.• A partial Quotation is not allowed.• Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the Supplier or any of his/her duly authorized representative/s.• Suppliers shall be required to indicate the brand of the item offered, if applicable.• Quotations must be valid for a period of sixty (60) calendar days (cd) from the date of submission which is the date indicated in the PQF.• Price Quotations must be denominated in Philippine peso.• Price Quotations must include all taxes, delivery charge and other incidental expense.• Price Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.• Include a picture of sample/item together with the submitted PQF, if applicable.• In case two or more Suppliers are determined to have submitted the same Lowest Calculated and Responsive Quotation, the OGCC shall adopt and employ “draw lots” as the tie-breaking method to finally determine the winning Supplier in accordance with GPPB Circular 06-2005.
II. WARRANTY	<ul style="list-style-type: none">• As permitted under Annex H of the 2016 RIRR, the OGCC shall no longer require performance and warranty security for this procurement.
III. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED TOGETHER WITH THE QUOTATION	<ul style="list-style-type: none">• Submit the following eligibility requirements <u>together with your quotation:</u><ul style="list-style-type: none">a. 2024 Mayor’s/Business Permit;b. PhilGEPS Registration Number;c. Signed Omnibus Sworn Statement; and

	<p>d. Signed Board Resolution/ Special Power of Attorney proving that the Supplier's representative is duly authorized to sign the Price Quotation Form, Notice of Award, Contract/ Purchase Order and Notice to Proceed</p> <ul style="list-style-type: none"> • The OSS submitted with the quotation need not be notarized. • Certification of Platinum Membership may be submitted.
IV. DOCUMENTS TO BE SUBMITTED AS A CONDITION OF AWARD	<ul style="list-style-type: none"> • Within two (2) calendar days from receipt of Notice from the BAC Secretariat that the supplier is determined as the one with the Lowest Calculated and Responsive Quotation, the winning supplier shall submit the following as a condition for the award of the contract: <ul style="list-style-type: none"> a. Notarized OSS, if the one submitted with the quotation was not notarized; and b. Original signed Price Quotation Form and certified true copies of the eligibility requirements. • Failure to submit the aforementioned requirements shall entitle OGCC not to award the contract to the winning supplier.
V. DELIVERY SCHEDULE AND ACCEPTANCE	<ul style="list-style-type: none"> • Delivery of goods/service shall be on 6 December 2024, 4PM or three (3) calendar days from receipt of the NTP. • The OGCC shall confirm the final number of participants at least three (3) days prior to the scheduled function date. This shall be the basis for the contract price. • The goods shall be delivered according to the requirements specified in the Price Quotation Form. • The winning supplier shall deliver the goods at the given office address below: <p>Philippine Public Safety College (PPSC) MWSS Compound, Balara, Quezon City</p>
VI. PAYMENT TERMS AND LIQUIDATED DAMAGES	<ul style="list-style-type: none"> • No down payment. Bid price should be inclusive of all taxes and charges and other miscellaneous costs and expenses. • Payment shall be made <i>via</i> check within <u>30 working days</u> following the date of the event and upon submission of the necessary documents as may be required by the OGCC Accounting Section (<i>i.e.</i>, billing statement, sales invoice, etc.). Kindly coordinate with the OGCC- Cashier Section for the pick-up of the check.
VII. DEADLINE OF SUBMISSION AND	<ul style="list-style-type: none"> • The proposal or the price quotation together with the mandatory requirements may be submitted in a

<p>OPENING OF QUOTATION</p>	<p>sealed envelope manually or by registered mail to the following address:</p> <p style="text-align: center;">AGCC FIONA P. DE LEON <i>Chairperson, Food and Drinks Committee</i> Office of the Government Corporate Counsel 3rd Floor, MWSS Administration Building Katipunan Ave., Balara, Quezon City</p> <ul style="list-style-type: none"> • The same may also be submitted electronically to bac@ogcc.gov.ph. The suppliers who will opt to submit their quotation electronically must comply with the following conditions: <ol style="list-style-type: none"> 1. The email must indicate as subject: Catering Service for the Office of the Government Corporate Counsel’s 89th Anniversary; 2. The Quotation must be in archive format and password protected; 3. Include in the email the name of their authorized representative together with the contact details which the BAC may call during the opening and evaluation of Quotations; and 4. The Supplier’s representative/s must disclose the password only during the scheduled opening of Quotations. • The DEADLINE for the submission of Quotation shall be on 25 November 2024, 10:00 am. • The OPENING of the Quotation shall be on: 25 November 2024, 10:30 am. • Quotations that are submitted beyond the deadline shall not be accepted.
<p>VIII. RESERVATION CLAUSE</p>	<p>The OGCC reserves the right to accept or reject any offer or to cancel the entire procurement process at any time prior to award of the contract without thereby incurring any liability to the affected supplier.</p>
<p>IX. OGCC’S CONTACT DETAILS</p>	<p>02 76172991 / 09178744417</p>

PRICE QUOTATION FORM

Date : _____

AGCC FIONA P. DE LEON
Chairperson, Food and Beverage Committee
Office of the Government Corporate Counsel
3rd Floor, MWSS Administration Building
Katipunan Ave., Balara, Quezon City

After having carefully read and accepted the terms and conditions in the **Request for Quotation**, we are submitting our quotation for the **Catering Service for the Office of the Government Corporate Counsel’s 89th Anniversary**, as follows:

QTY	UNIT	DESCRIPTION/SPECIFICATION	STATEMENT OF COMPLIANCE
170	pax	Catering Services Dinner Buffet Menu <ul style="list-style-type: none">• Soup• Salad Bar• Pasta Bar• Appetizer• Main Course<ul style="list-style-type: none">➢ Beef➢ Pork➢ Chicken➢ Fish➢ Seafoods• Vegetables• Rice• Dessert (At least 2)• Juice Drink• Water• Coffee Subject to/ Available for: <ul style="list-style-type: none">• Food tasting• Must pass approval of the OGCC Anniversary Food and Drinks Committee	
		<ul style="list-style-type: none">• 170 pax is guaranteed. Additional orders shall be charged similarly and shall be contained in an actual billing statement	
		OTHER INCLUSIONS: <ul style="list-style-type: none">• Caterer should assign a point person who shall coordinate with the OGCC Anniversary Food and Drinks Committee to ensure the seamless delivery of the service.• Buffet table w/ elegant skirting & centerpiece arrangement, dinner plates, glasses, & cutleries	

		<ul style="list-style-type: none"> • At least seventeen (17) tables w/ Tablecloth & Centerpiece (10 seaters per table) with provision for extra tables and chairs with cover. • The Caterer shall guarantee the provision of at least two (2) qualified, trained, courteous and capable personnel who observe proper hygiene and shall be required to wear clean, appropriate uniform and face mask. • Proper sanitation in accordance with law (under Food Establishment as stipulated in Presidential Decree No. 856) shall be observed at all times. The Caterer shall guarantee that food is prepared in accordance with sanitation laws and shall maintain safe and clean food, equipment and other facilities in the surrounding areas of the activity. • The Caterer shall manage wet and dry garbage properly and also place covered garbage disposal bins around the venue. Hauling, transport, and disposal of used utensils, plastic plates, plastic bottles and other waste materials shall be the Caterer's responsibility. • Any damage to any of the facilities and equipment of the venue, directly or indirectly, caused by the external provider/Caterer's personnel shall be charged to the account of the Caterer. 	
		Delivery Specifications: DATE: 6 December 2024 TIME: Dinner must be delivered by 4:00 pm at the venue VENUE: Philippine Public Safety College MWSS Compound, Balara, Quezon City	

GRAND TOTAL:

Amount of Quotation in Figures:	
Amount of Quotation in Words:	

1. The above-quoted price is inclusive of all incidental costs and applicable taxes and shall be binding upon us for a period of 60 cd from the date of this quotation.
2. If our quotation or bid is accepted, we undertake to deliver the above goods or items on 6 December 2024, 4PM at the venue or three (3) Calendar Days from Receipt of Notice to Proceed or any date if the event is rescheduled.

3. We understand that payment for items delivered will be made *via* check within 30 working days following the date of receipt of the items, after inspection and acceptance and upon submission of the necessary documents as may be required by the OGCC Accounting Section.

Very truly yours,

Name and Signature of the Supplier or the Authorized Representative	
Position/Designation	
Name of Company or Business	
Address	
TIN Number	
Email Address	
Contact Numbers	