



**REQUEST FOR QUOTATION**  
Procurement of Meals and Snacks  
Quotation/Bid No. SVP-010-2025

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

PR No. 2025-01-0017  
Purpose: For use of Management  
Information Division

Please quote your lowest price on the job/items listed below, subject to the Specifications and Terms & Conditions stated herein stating the shortest time of delivery and submit your quotation duly signed by your representative to Procurement & Property Division, Ground Floor, Bldg. A, NIA Complex, EDSA, Diliman, Quezon City not later than the bid submission deadline on 10:00 AM.

Failure to observe any of the herein Specifications & Terms & Conditions shall be ground for disqualifications of the bidders concerned.

  
**ENGR. ROBERT C. SUGUITAN**  
BAC-B Chairperson

Total Approved Budget for the Contract: Php 183,040.00

\*The Table below shall be accomplished comprehensively, DO NOT LEAVE ANYTHING BLANK

No	UNIT	Agency Specifications	QTY	BIDDER'S SPECIFICATIONS (Brand / Model)	UNIT PRICE	TOTAL BID PRICE
1	Lot	<b>Procurement of Meals and Snacks (Catering)</b>				
		Assessment on the Implementation of the Information Systems Strategic Plan (ISSP) CY 2024 and Other ICT-Related Activities on <b>February 17-18, 2025</b> at the NIA Matikas Hall				
<i>Item Description:</i>						
<b>February 17, 2025</b>						
	pax	>BREAKFAST (3 viands) 1. (Tapsilog/Bangsilog/Tocilog/ Hotsilog/ Arrozcaldo, Egg, Pandesal/ Tinapa Sinangag Egg / Paksiw na Bangus) 2. Rice 3. Coffee/ Bottled water/Juice)	64			



	pax	<b>&gt;AM Snack</b> 1. (Sandwich/Burger/Bread/Hotdog Sandwich/Native Delicacies) 2. Pasta 3. Bottled Juice/Soft drinks/Coffee/Tea)	64			
	pax	<b>&gt;LUNCH (3 viands)</b> a. (1 Beef, 1 fish, 1 pork, 1 Chicken) b. Salad/Vegetable c. Soup d. Rice e. Dessert f. (Bottled water/bottled juice/soft drinks)	64			
	pax	<b>&gt;PM Snack</b> 1. (Sandwich/Burger/Bread/Hotdog Sandwich/Native Delicacies) 2. Pasta 3. Bottled Juice/Soft drinks/Coffee/Tea)	64			
	pax	<b>&gt;DINNER (3 viands)</b> a. (1 Beef, 1 fish, 1 pork, 1 Chicken) b. Salad/Vegetable c. Soup d. Rice e. Dessert f. (Bottled water/bottled juice/soft drinks)	64			
<b>February 18, 2025</b>						
	pax	<b>&gt;BREAKFAST (3 viands)</b> 1. (Tapsilog/Bangsilog/Tocilog/Hotsilog/ Arrozcaldo, Egg, Pandesal/ Tinapa Sinangag Egg / Paksiw na Bangus) 2. Rice 3. Coffee/ Bottled water/Juice)	64			
	pax	<b>&gt;AM Snack</b> 1. (Sandwich/Burger/Bread/Hotdog Sandwich/Native Delicacies) 2. Pasta 3. Bottled Juice/Soft drinks/Coffee/Tea)	64			

	pax	<b>&gt;LUNCH (3 viands)</b> a. (1 Beef, 1 fish, 1 pork, 1 Chicken) b. Salad/Vegetable c. Soup d. Rice e. Dessert f. (Bottled water/bottled juice/ soft drinks)	64			
	pax	<b>&gt;PM Snack</b> 1. (Sandwich/Burger/Bread/Hotdog Sandwich/Native Delicacies) 2. Pasta 3. Bottled Juice/Soft drinks/Coffee/Tea)	64			
	pax	<b>&gt;DINNER (3 viands)</b> a. (1 Beef, 1 fish, 1 pork, 1 Chicken) b. Salad/Vegetable c. Soup d. Rice e. Dessert f. (Bottled water/bottled juice/ soft drinks)	64			
<b>TOTAL AMOUNT</b>						
TOTAL BID PRICE IN WORDS:						
Note: Subject to VAT & EWT/CWT deduction as per RA 9337						

After having carefully read and accepted the Request for quotation, I/We hereby submit our quotation on the materials/ equipment/ goods/ service at prices noted above.

I hereby certify to comply with the eligibility and technical requirements, agency's specifications, and Terms and Conditions attached in this form

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

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Contact / Telephone



## TERMS AND CONDITIONS

1. All entries must be legibly written, printed or typed written using the NIA Prescribed Request for Quotation (RFQ). Any modification in the terms of the RFQ shall constitute to disqualification.
  - a) If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below
  - b) In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail
  - c) Any interlineations, erasures, or overwriting shall be valid only if they are countersigned or initialed by you or any of your duly authorized representative/s
2. The Total Approved Budget for the Contract (ABC) is **Php 183,040.00**. All bids in excess of the ABC shall be automatically rejected;
3. Delivery period is on **February 17-18, 2025**.
4. Price validity shall be for a period of 90 working days from the date of Bid Opening.
5. **For Lot Award**  
All items shall be grouped together to form **one (1) complete Lot** that will be awarded to one Bidder to form one (1) complete contract. Bidder must offer/quote on all items, otherwise, bidder shall automatically be disqualified.
6. Warranty shall be one (1) year for equipment and six (6) months for supplies and materials from date of approval of the Inspection & Acceptance Report (IAR) by the authorized National Irrigation Administration's representative if applicable. Bidders shall submit only two (2) copies of Bid/RFQ together with the following licenses and legal documents also in two (2) copies placed in one (1) sealed envelope, namely:
  - a) Mayor's Business Permit
  - b) Printed Copy of PhilGEPS Registration Number
  - c) PCAB License (for Infrastructure Only)
  - d) Valid Tax Clearance or Income/Business Tax Return (for ABC's above 500,000.00 only)
  - e) Omnibus Sworn Statement for ABC's above 50,000.00 only (shall be submitted by the lowest calculated responsive bidder prior to the processing of Payment)
  - f) Supplier's kitchen, food preparation or cooking area must be identified and is within National Capital Region (NCR) to ensure freshness of meals being served.
  - g) Tax Clearance Certificate (shall be submitted by the lowest calculated responsive bidder prior to the processing of Payment)

**\*\*\*For items A and B, a valid certificate of Platinum Membership may be submitted in lieu of the said documents.**

7. If an Awardee has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, the Awardee shall extend a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery. Thereafter, if Awardee has not completed delivery within the extended period, the subject Purchase Order shall be cancelled and the award for the undelivered balance withdrawn from that Awardee. The National Irrigation Administration (NIA) shall, then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against DEFAULTING AWARDEE. Refusal by the Defaulting Awardee to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.  
Non submission of any of the documents above mentioned shall be a ground for outright rejection of the Bid/RFQ

### NOTE

1. Bid Quotations may be submitted to the Procurement Section, Procurement & Property Division, ICC Bldg., EDSA, Diliman, Quezon City, Fax No. 921-3906 or by email at [procurement.quotation@nia.gov.ph](mailto:procurement.quotation@nia.gov.ph).
2. Please make certain to affix the signature of the owner, manager or any of its duly authorized representative in a clear legible manner
3. Bidder shall submit one (1) quotation only. Alternate bids shall be rejected