



REQUEST FOR QUOTATION
Procurement of Meals and Snacks
Quotation/Bid No. SVP-023-2025

PR No. 2025-02-0058

Purpose: For the use of the
Financial Management Department

Company Name

Address

Date

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

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

ENGR. ROBERT C. SUGUITAN

BAC-B Chairperson

Total Approved Budget for the Contract: Php 386,100.00

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

NO.	QTY.	UNIT	AGENCY'S SPECIFICATION	BIDDER'S SPECIFICATION	UNIT PRICE	TOTAL BID PRICE
	1	lot	Procurement of Meals and Snacks (Catering)			
			ITEM DESCRIPTION			
	90	pax	FINANCIAL MANAGEMENT DEPARTMENT HUMAN RESOURCE/STAFF DEVELOPMENT AT PANTABANGAN LAKE RESORT HOTEL FOR 90 PAX TO BE HELD ON APRIL 10 - 12, 2025 APRIL 10, 2025 >BREAKFAST (3 viands) 1. (Tapsilog/Bangsilog/Tocilog/Hotsilog/ Arrozcaldo, Egg, Pandesal/ Tinapa Sinangag Egg / Paksiw na Bangus) 2. Rice 3. Coffee/ Bottled water/Juice)			
	90	pax	>AM Snack 1. (Sandwich/Burger/Bread/Hotdog Sandwich/Native Delicacies) 2. Pasta 3. Bottled Juice/Soft drinks/Coffee/Tea)			



90	pax	>LUNCH (3 viands) 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)			
90	pax	>PM Snack 1.(Sandwich/Burger/Bread/Hotdog Sandwich/Native Delicacies) 2. Pasta 3. Bottled Juice/Soft drinks/Coffee/Tea)			
90	pax	>DINNER (3 viands) 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)			
90	pax	APRIL 11, 2025 >BREAKFAST (3 viands) 1.(Tapsilog/Bangsilog/Tocilog/Hotsilog/ Arrozcaldo, Egg, Pandesal/ Tinapa Sinangag Egg / Paksiw na Bangus) 2. Rice 3. Coffee/ Bottled water/Juice)			
90	pax	>AM Snack 1.(Sandwich/Burger/Bread/Hotdog Sandwich/Native Delicacies) 2. Pasta 3. Bottled Juice/Soft drinks/Coffee/Tea)			
90	pax	>LUNCH (3 viands) 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)			
90	pax	>PM Snack 1.(Sandwich/Burger/Bread/Hotdog Sandwich/Native Delicacies) 2. Pasta 3. Bottled Juice/Soft drinks/Coffee/Tea)			
90	pax	>DINNER (3 viands) 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)			

90	pax	APRIL 12, 2025 >BREAKFAST (3 viands) 1. (Tapsilog/Bangsilog/Tocilog/Hotsilog/Arrozcaldo, Egg, Pandesal/ Tinapa Sinangag Egg / Paksiw na Bangus) 2. Rice 3. Coffee/ Bottled water/Juice)			
90	pax	>AM Snack 1. (Sandwich/Burger/Bread/Hotdog Sandwich/Native Delicacies) 2. Pasta 3. Bottled Juice/Soft drinks/Coffee/Tea)			
90	pax	>LUNCH (3 viands) 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)			
90	pax	>PM Snack 1. (Sandwich/Burger/Bread/Hotdog Sandwich/Native Delicacies) 2. Pasta 3. Bottled Juice/Soft drinks/Coffee/Tea)			
90	pax	>DINNER (3 viands) 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)			
TOTAL AMOUNT:					
TOTAL BID PRICE IN WORDS:					
Note: Subject to VAT and EWT/CWT deduction as per RA 9337					

- After having carefully read and accepted the attached General Conditions, I/We quote you on the materials and equipment at prices noted above.
- I hereby certify to comply with all the guidelines, conditions, technical specification and Terms of reference stated and attached on & with this form.

Company Name

Signature over Printed name/
Date Accomplished

Contact/ Telephone Number

TERMS AND CONDITIONS

1. All entries must legibly written, printed or type 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 the manifestation on the agreement with the Terms and Conditions below.
 - b.) In case a prospective supplier/service submits a filled-out RFQ with a supporting document (i.e., a price quotation in 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 representatives.
2. The Total Approved Budget for the Contract (ABC) is 386,100.00. All bids in excess of the ABC shall be automatically rejected;
3. Delivery period is within calendar days from receipt of Purchase Order (PO).
4. Price validity shall be for a period of 90 working days from the date of Bid Opening.
5. **For Lot Award**
All items to 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 for the 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/Request for Quotation (RFQ) together with the following licenses and legal documents also in two (2) copies placed in one (1) sealed envelope, namely:
 - a.) Mayor's Permit
 - b.) PHILGEPS Certificate
 - c.) BIR 2303
 - d.) Tax Clearance Certificate
 - 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.) Business Tax Return (for ABC's above 500,000.00 only)
 - g.) Sanitary Permit

*****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. 8921-3906 or by email at 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.