



# REQUEST FOR QUOTATION / PROPOSAL

CIAP-F-PRO-003 || Rev. 1 || 24/02/2022

## Procurement of Catering Services on November 28,2023 for CIAP

P.R. No./Date: **23-11065 | 10 November 2023**

RFQ/P No. / Date: **2023-11-072 | 21 November 2023**

The **Construction Industry Authority of the Philippines (CIAP)** invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

**The following are the required document/s to be submitted as attachment/s to the quotation/proposal:**

*(Please submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)*

- 1 **Mayor's/Business Permit**
- 2 **PhilGEPS Registration Number**
- 3 **Signed Terms of Reference or Technical Specifications, if applicable**
- 4 **BIR Certificate of Registration (BIR Form No. 2303)**
- 5 **Notarized Omnibus Sworn Statement**

This pro-forma quotation maybe submitted through registered or electronic mail to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to bac\_ciap@construction.gov.ph/angelzyrenecacho@construction.gov.ph on or before 28 November 2023, 12:00 NN, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: \_\_\_\_\_.

Very truly yours,

*(ORIGINAL Copy Signed)*

**Angel Zyrene D. Cacho**

Secretariat, Bids and Awards Committee

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City

Telephone: (+632)8986-4507 / 0917-855-7198 | e-mail: bac\_ciap@construction.gov.ph

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	1 Lot	₱ 100,100.00	Procurement of Catering Services for 182 pax on 28 November 2023 for CIAP 43rd Anniversary AM/PM snacks & Lunch <i>(see attached technical specifications)</i>			
<b>Total ABC</b>		<b>₱ 100,100.00</b>				
<b>Delivery and Other Instructions:</b>			Conduct of Activity on November 28,2023			

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

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

Designation/Position : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone / Fax : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_

# TERMS OF REFERENCE

1. **PROJECT TITLE** CIAP's 43<sup>rd</sup> Anniversary
2. **APPROVED BUDGET** Php 100,100.00
3. **DURATION** 1 Day
4. **OBJECTIVE** To provide catering services for the CIAP's 43<sup>rd</sup> Anniversary

5. **SCOPE OF WORK AND DELIVERABLES**

The Caterer provider shall perform and deliver the following services:

5.1. Catering

- 5.1.1. Shall provide Rice meals and snacks to AFMD at the 4/F Executive Building Center 28 November 2023, #369 Sen. Gil J. Puyat Ave., cor. Makati Ave., Makati City

## TECHNICAL SPECIFICATIONS OF CATERING SERVICE

- 5.2. Each Snack (for 182 pax) must have the following:

(Snacks) *(Am)*

- 5.2.1. Free Flowing Coffee (w/ optional creamer, sugar)
- 5.2.2. Sandwiches
- 5.2.3. Salads
- 5.2.4. Water and other soft beverages

- 5.3. Each Rice Meal (for 182 pax) must have the

following lunch:

- 5.3.1. One (1) Seafood Entree
- 5.3.2. One (1) Chicken Entree
- 5.3.3. One (1) Vegetable Entree
- 5.3.4. One (1) Meat Entree
- 5.3.5. Rice
- 5.3.6. Water and other soft beverages

- 5.4. Each Snack (for 182 pax) must have the following:

(Snacks) *(Pm)*

- 5.4.1. Pasta
- 5.4.2. Bread
- 5.4.3. Water and other soft beverages

5.5. Other Inclusions:

5.5.1. Basic floral arrangement for buffet table and executive table

5.5.2. Tables with linen and basic top décor

5.5.3. Waiter and food attendants 'service

6. **PROJECT DELIVERY**

6.1. Catering

6.1.1. Shall arrive at least 1 hour before proposed meal time and shall execute their buffet set-up

6.1.2. Shall provide sufficient Manpower to serve 182 pax of diners and guests

7. **CONFIDENTIALITY AND CONFLICT OF INTEREST**

The Catering Service Provider undertakes to treat in the strictest confidence and not make use of or divulge to third parties any information or documents which are linked to the performance of the contract. The Catering Service Provider shall continue to be bound by this undertaking after completion of the installation.

Prepared By:

  
**PRESCELA T. MARQUEZ**  
Administrative Officer IV, AFMD

Reviewed By:

  
**RUFINO H. TIVIDAD**  
Chief Administrative Officer, AFMD

Approved By:

  
**ATTY. MARCO C. MAAT**  
Executive Director III, CIAP



**CONFORME:**

*This is to certify that the undersigned, as an authorized representative of the Service Provider, confirms and complies with all of the requirements and deliverables needed for the Terms of Reference Procurement of Catering Service for the CIAP 43<sup>rd</sup> Anniversary*

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Name and Signature of Authorized Representative of the Contractor

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PhilGEPS Registration Number

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Tax Identification Number

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Date