



Construction Industry Authority of the Philippines
REQUEST FOR QUOTATION/PROPOSAL

CIAP-F-PrM-03
Rev. No.: 00

Procurement of Catering Services for the Skills Olympic 2024 Awarding Ceremony

P.R. No./Date: 24-09087 | 16 September 2024

RFQ/P No. / Date: 2024-09-080 | 30 September 2024

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 Notarized Omnibus Sworn Statement
4 Signed Terms of Reference or Technical Specifications, if applicable
5 BIR Certificate of Registration (BIR Form No. 2303)

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 03 October 2024, 10:00 AM, 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 is 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

Table with 5 columns: Item, QTY, ABC, Technical Specifications, and Brand/Model, Unit Price, Total Amount. Includes a row for Total ABC and a section for Delivery and Other Instructions.

(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** : **CMDF Skills Olympics 2024 Awarding Ceremony – PhilConstruct Manila**
2. **APPROVED BUDGET** : **Php 164,800.00**
3. **DURATION** : **1 Day**
4. **OBJECTIVE** : **To provide catering services, supply tokens and giveaways to CMDF for the PhilConstruct Manila 2024**
5. **SCOPE OF WORK AND DELIVERABLES**
The Caterer and Token and Giveaways provider shall perform and deliver the following services:
 - 5.1. **Catering for Cocktail Buffet**
 - 5.1.1. Shall provide Snacks and PicA PicA to CMDF and their partners at the PhilConstruct Manila 09 November, The SMX Convention Center Manila, Pasay, Metro Manila
 - 5.2. **Giveaways for VIP**
 - 5.2.1. Must provide items that are suitable for Skills Olympics VIPs (Esteemed Guests, University Presidents/College Deans)
 - 5.3. **Giveaways for Participant**
 - 5.3.1. Must provide items that are suitable for Skills Olympics Participants (Students and Mentors)
 - 5.4. **Certificates and Other Related Items**
 - 5.4.1. Must provide office items specific for certification uses (certificate paper, sleeves, frames, sticker paper etc.)
 - 5.5. **CMDF Polo-Shirt**
 - 5.5.1. Must provide polo-shirts pursuant to specifications set forth by CMDF, such as size, quantity, color, design, logos/patches, etc.
6. **TECHNICAL SPECIFICATIONS FOR PHILCONSTRUCT MANILA 2024 EVENT**
 - 6.1. **Catering for Cocktail Buffet**
 - 6.1.1. Sufficient for 100 pax
 - 6.1.2. Pasta
 - 6.1.3. Finger Food



- 6.1.4. Two (2) Meat Entree
- 6.1.5. Dessert
- 6.1.6. Water and other soft beverages
- 6.1.7. All meals must be Halal certified

6.2. Giveaways for VIP

- 6.2.1. Must provide items that are suitable for Skills Olympics VIPs (Esteemed Guests, University Presidents/College Deans)

6.3. Giveaways for Participant

- 6.3.1. Must provide items that are suitable for Skills Olympics Participants (Students and Mentors)

6.4. Certificates and Other Related Items

- 6.4.1. Must provide office items specific for certification uses (certificate paper, sleeves, frames, sticker paper etc.)

6.5. CMDF Polo-Shirt

- 6.5.1. Must provide polo-shirts pursuant to specifications set forth by CMDF, such as size, quantity, color, design, logos/patches, etc.

7. PHILCONSTRUCT MANILA 2024 GENERAL CONSIDERATIONS

- 7.1. Catering must have been an accredited food catering service provider of the SMX Convention Center or the PCA.

8. PROJECT DELIVERY

8.1. Catering (Items 6.1)

- 8.1.1. Shall arrive at least 2 hours before proposed meal time and shall execute their buffet set-up
- 8.1.2. Shall provide sufficient Manpower to serve 100 pax of diners and guests

8.2. Tokens and Giveaways (Items 6.3, 6.4, 6.5)

- 8.2.1. Shall provide costing and show samples of their products to CMDF

9. CONFIDENTIALITY AND CONFLICT OF INTEREST

The Catering and Token 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 and Token Provider shall continue to be bound by this undertaking after completion of the service.

Prepared By:



EJAY CRAIG D. DE LEON
STIDS, PCED

Reviewed By:



ANTHONY VON RYAN O. PANELO
Sup. TIDS, PCED

Approved By:



OFELIA R. USIGAN
Executive Director, CMDF