

Republic of the Philippines  
Province of Davao del Norte  
BIDS AND AWARDS COMMITTEE  
Government Center, Mankilam, Tagum City



REQUEST FOR QUOTATION

[Negotiated Procurement - Small Value Procurement]

Control No. :



PR Number  
2025010243  
R0

Quotation No. : S20250419  
Old RFQ No. : N/A  
Date : Feb 14, 2025  
Page : Page 1 of 2

The Provincial Government of Davao del Norte intends to procure the hereunder item/s in accordance with the pertinent provisions of the Republic Act 9184 and its Implementing Rules and Regulations.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Should the Bids and Awards Committee find your price lowest and responsive; you will be officially notified through issuance of a Notice of Award (NOA) and a Purchase Order (PO). The Provincial Government of Davao del Norte reserves the right to accept or reject any bid, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance to Section 35.6 and Section 41 of the 2016 Revised IRR of RA 9184.

I.N.	Quantity/Unit	Item	Quotation		
			Brand	Unit Price	Total Amount
1	500.00 pax	Executive 1 SNACK Menu for Snacks:  Creamy Lasagna with Garlic Bread with Canned Juice (Sweetened Pineapple/Four Season/emon Juice/Lemon Iced Tea)  Palabok with Chicken with Canned Juice(Sweetened Pineapple/Four Season/emon Juice/Lemon Iced Tea)  Cheesy Ensaymada with Bottled Juice  FREE FLOWING COFFEE			
2	300.00 pax	Executive 1 MEAL Menu for the Meals:  (Rice, Beef Caldereta, Honey Lemon Chicken, Lumpia Veggies, Corn Soup, Fish Fillet with Sauce) Assorted Fruits, Mango Tapioca, Bottled Softdrinks and 350ml Bottled Water			
Grand/Lot Total:					

Green Procurement Terms and Conditions

FOOD AND CATERING SERVICES

- 1. The service supplier shall have it's own environmental policy, covering environtmental procurement , the reduction of waste and energy consumption, and water saving.
- 2.The service supplier shall provide local or regional products or products which are produced in a sustainable way (e.g. produced according to good agriculture practices, organic, avoiding overfishing, no products from threatened species) when offering food and beverages.
- 3. For buffet, the supplier shall deliver catering service strictly without using any forms of single-use plastics like wrappings anf sachets, plastic stirrers, PET plastic bottles, etc.
- 4. The service supplier shall be responsible for the disposal of all solid wastes they generate during the provision of goodsand services and shall ensure that the venue is waste free upon leaving.
- 5. In cases where buffet service is not possible, the supplier shall deliver individual food packs using at least 50% biodegradable packing material with 2-in-1 spoon-fork. The use of styro foam as packing material is strictly not allowed. Food packing must bear the business name of the service supplier.

Procurement of Catering Services to be served during the Various Meetings, Conferences and Activities of the Governor for 1st Quarter of CY 2024, Provincial Governor’s Office

APPROVED BUDGET FOR THE CONTRACT (ABC) :P225,000.00  
OPENING DATE AND TIME OF BIDDING: February 20, 2025 9:00 am  
Place of Delivery : ON SITE  
Delivery Term : On the Day of Activity

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General Terms & Conditions :

- Bidders shall provide correct and accurate information required in this form and shall quote for all the items, considering that this **procurement is for lot awarding, otherwise, the RQF will be rejected.**
- Price quotation/s must be valid for a period of ninety (90) calendar days from the date of submission. In case the Provincial Government of Davao del Norte will officially notify that the items will be procured from the determined bidder, the stocks shall be readily available off-the-shelf.
- Bidders shall specify/indicate the brand names in the RFQ and the country of origin.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The Provincial Government of Davao del Norte shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Provincial Government of Davao del Norte shall adopt and employ "tosscoin" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor.
- The following documentary requirements shall be submitted together with the Request for Quotation Form as requisite for award:
  - For Shopping:
    - Mayor's/Business Permit
    - PhilGEPS Registration Number
  - For Small Value Procurement:
    - Mayor's/Business Permit
    - PhilGEPS Registration Number
    - Professional License /Curriculum Vitae (for Consulting Services only)
    - PCAB License (for Infra. only)
    - Income/Business Tax Return (For ABCs above P500K only)
    - Omnibus Sworn Statement

VERY TRULY YOURS,

RALPH P. DELA CRUZ, LT. COL.  
BAC CHAIRPERSON

I hereby certify and affirm to the foregoing quotation, terms and conditions :

NAME OF ESTABLISHMENT

ADDRESS

Please check whether VAT or Non-VAT

☐ V.A.T.  
☐ Non - V.A.T.

PhilGEPS Registration No.:

T.I.N.

SIGNATURE OVER PRINTED NAME

DESIGNATION

CONTACT NUMBER

EMAIL ADDRESS