

Republic of the Philippines
INFANTA (QUEZON) WATER DISTRICT
Purok Ilang-Ilang, Brgy. Comon, Infanta Quezon

RFQ NO: 05-015-S23

REQUEST FOR QUOTATION (RFQ)
FOR
PROCUREMENT OF CATERING SERVICES FOR
IQWD EMPLOYEES' TEAM BUILDING
AT SAN FERNANDO CITY, LA UNION

1. The **INFANTA (QUEZON) WATER DISTRICT (IQWD)** hereinafter referred to as the "Purchaser" now requests for submission of a price proposal for the procurement of the item above described in the Technical Specifications/Schedule of Requirements with an Approved Budget for the Contract (ABC) of **Two Hundred Forty-Five Thousand Pesos (₱ 245,500.00)**.
2. A set of technical specifications are provided in Attachment 1. All items and jobs listed under the Purchaser's Specifications must be complied with on a pass-fail basis. Failure to meet any one of the requirements may result in rejection of the proposal.
3. Procurement procedures will be conducted in accordance with the provisions of the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184.
4. the Purchaser intends to evaluate the bid/proposal on a lump sum basis, and an award will be made to the bid/quotation or combination of quotations resulting in the lowest evaluated quote meeting the Purchaser's technical specifications.
5. Quotations/Proposals and other requirements must be delivered at the address below not later than **1:30 P.M., May 26, 2023**, at INFANTA (QUEZON) WATER DISTRICT (IQWD) Purok Ilang-Ilang, Brgy. Comon, Infanta, Quezon.
6. Interested Bidders may be acquired/downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) provided that Bidders shall pay the nonrefundable fee for the Request for Quotation, in the amount of **Three Hundred Pesos (₱ 300.00)** not later than the submission of their bids.
7. Prices must be quoted in Philippine pesos and must include the unit price and total price, inclusive of all taxes to be paid and other incidental costs to the delivery site/s if the contract is awarded.
8. Bid/proposal may be typewritten and may be placed in a sealed envelope marked "**Procurement of Catering Services for IQWD Employees' Team Building at San Fernando City, La Union**" or you may send your bid/proposal through courier.
9. Bids/proposals shall be valid for sixty (60) calendar days from the deadline for submission of bids.
10. The travel period will be on June 10-12, 2023.

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11. Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and BAC before the event, if any, shall be awarded the contract.
12. The supplier that submitted the Lowest Calculated Responsive Bid/proposal, and passed the ocular inspection conducted by the End-User and BAC before the event, if any, shall be awarded the contract.
13. Proposals shall be compared and evaluated based on the following criteria:
 - a. Completeness of Submission of Documentary Requirements
 - b. Compliance with Technical Specifications/Schedule of Requirements
 - c. Price
 - d. Fee for Request for Quotation
14. Delivery Site:

Philippine Ports Authority, PMO Northern Luzon Training Center
Poro, San Fernando City, La Union
15. The applicable rate for late deliveries is one-tenth (1/10) of one (1) percent of the cost of the unperformed portion of the contract for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it.
16. The Purchaser reserves the right to accept or reject any proposal and to annul the procurement process or reject all proposals at any time before contract award, without thereby incurring any liability to the affected bidder/bidders. The Purchaser also reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity does not materially affect the overall functionality of the material and the capability of the supplier to perform the contract.
17. The prospective bidder shall submit the following documentary requirements:
 - a) Duly signed Request for Quotation (RFQ) Form
 - b) Technical Specifications/Schedule of Requirements
 - c) Mayor's/Business Permit
 - d) PhilGEPS Registration Number/Certificate
 - e) Income/Business Tax Return (For ABCs above **P500K**)
 - f) Notarized Omnibus Sworn Statement

GERRY C. BUSTONERA
BAC Chairperson

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Attachment 1

TECHNICAL SPECIFICATIONS/TECHNICAL REQUIREMENTS

NAME OF PROJECT: **PROCUREMENT OF CATERING SERVICES FOR IQWD EMPLOYEES' TEAM BUILDING AT SAN FERNANDO CITY, LA UNION**

DATE: **JUNE 10-12, 2023**

QUANTITY: **80-85 PAX**

APPROVED BUDGET FOR THE CONTRACT: **PHP 245,500.00**

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Procurement of Catering Services for IQWD Employees' team Building at San Fernando City, La Union	
Date: June 10, 2023 to June 12, 2023	
Time: 7:00 a.m. to 6:00 p.m.	
Venue: Philippine Ports Authority, PMO Northern Luzon Training Center, Poro, San Fernando City, La Union	
Specifications/Notes/Inclusion:	
1. Meals for a guaranteed of eighty-five (85) participants for Day 1 , and 80 participants for Day 2 and Day 3	
2. Proposed Menu for food choices shall be attached to the proposal and be approved by IQWD TWG/End User Committee.	
3. Quoted price shall be inclusive of all applicable government taxes and service charges.	
4. Issuance of Official Receipt (OR) is MANDATORY.	
A. Set of Menu	
Day 1 (June 10, 2023), Saturday, 85 pax	
i. One (1) Buffet Breakfast for 85 pax	
ii. One (1) AM Snack for each participant	
iii. One (1) Buffet Lunch	
iv. One (1) PM Snack	

v. One (1) Buffet Dinner	
Day 2 (June 11, 2023), Sunday, 80 pax	
i. One (1) Buffet Breakfast, 80 pax	
ii. One (1) AM Snack, single-serve snacks, packed, 80 pax	
iii. One (1) Packed Meal for lunch, single-serve, 80 pax	
iv. One (1) PM Snack, single-serve snacks, packed, 80 pax	
v. One (1) Buffet Dinner at San Juan Beach, La Union, 80 pax (Grilled Meat and fish)	
Day 3 (June 12, 2023), Monday, 80 pax	
i. One (1) Buffet Breakfast, 80 pax	
ii. One (1) AM Snack, single-serve snacks, packed, 80 pax	
iii. One (1) Packed Meal for lunch, single-serve, packed, 80 pax	
iv. One (1) PM Snack, single-serve snacks, packed, 80 pax	
5. Meals composed of the following:	
a) Buffet Breakfast, Lunch, and Dinner composed of the following:	
i. Soup	
ii. Main Course consisting of two (2) viands: - At least one (1) variant of meat - At least one (1) variant of fish; and - At least one (1) variant of vegetable	
iii. Steamed Rice	
iv. Dessert (Fresh Fruit for packed meals)	
b) AM and PM Snacks composed of the following:	
i. Pasta Noodles and/or any local delicacies	
ii. Sandwich and/or any local delicacies	
c) Drinks	
i. At least one (1) round of iced tea or juice and potable water for every meal and every snack .	
ii. Provision of brewed coffee and/or tea (no additional charge)	

B. Set-Up	
1. Uniformed, Professional Waiters and Banquet staff	
2. Buffet stations where needed	
3. Use of utensils, chinaware, and glasses	
4. Purified Drinking Water	
5. Ensure proper cleanup of garbage after the event	



REQUEST FOR QUOTATION FORM

Date: _____

RFQ No.: 05-015-S23

 Attention: **BIDS AND AWARDS COMMITTEE**
INFANTA (QUEZON) WATER DISTRICT (IQWD)
 Purok Ilang-Ilang, Brgy. Comon, Infanta, Quezon
 iqwdbac2019@gmail.com

1. Having examined the subject Request for Quotation (RFQ) including the Technical Specifications/Schedule of Requirements, we, the undersigned offer to supply, deliver and perform the following:

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY.	UNIT	UNIT COST	AMOUNT
1	Procurement of Catering Services for IQWD Employees' team Building at San Fernando City, La Union, 80-85 pax	1	lot		
	Date: June 10, 2023 to June 12, 2023				
	Time: 7:00 a.m. to 6:00 p.m.				
	Venue: Philippine Ports Authority, PMO Northern Luzon Training Center, Poro, San Fernando City, La Union				
	Specifications/Notes/Inclusion:				
	1. Meals for a guaranteed of eighty-five (85) participants for Day 1, and 80 participants for Day 2 and Day 3				
	2. Proposed Menu for food choices shall be attached to the proposal and be approved by IQWD TWG/End User Committee.				
	3. Quoted price shall be inclusive of all applicable government taxes and service charges.				
	4. Issuance of Official Receipt (OR) is MANDATORY.				
	A. Set of Menu				
	Day 1 (June 10, 2023), Saturday, 85 pax				
	i. One (1) Buffet Breakfast, 85 pax				
	ii. One (1) AM Snack for each participant				

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☒ IQWD Compound, Purok Ilang-Ilang, Brgy. Comon, Infanta Quezon 4336

☎ (042) 535 – 3926 • (042) 535 – 4552 📶 Globe 0966 492 2886 • Smart 0939 419 2687

 📧 iqwd@iqwd.gov.ph

	iii. One (1) Buffet Lunch				
	iv. One (1) Buffet Dinner				
	Day 2 (June 11, 2023), Sunday, 80 pax				
	i. One (1) Buffet Breakfast, 80 pax				
	ii. One (1) AM Snack, single-serve snacks, packed, 80 pax				
	iii. One (1) Packed Meal for lunch, single-serve, packed, 80 pax				
	iv. One (1) PM Snack, single-serve snacks, packed, 80 pax				
	v. One (1) Buffet Dinner at San Juan Beach, La Union, 80 pax (Grilled Meat and fish)				
	Day 3 (June 12, 2023), Monday, 80 pax				
	i. One (1) Buffet Breakfast, 80 pax				
	ii. One (1) AM Snack, single-serve snacks, packed, 80 pax				
	iii. One (1) Packed Meal for lunch, single-serve, packed, 80 pax				
	iv. One (1) PM Snack, single-serve snacks, packed, 80 pax				
	5. Meals composed of the following:				
	a) Buffet Breakfast, Lunch, and Dinner composed of the following:				
	i. Soup				
	ii. Main Course consisting of two (2) viands: - At least one (1) variant of meat - At least one (1) variant of fish; and - At least one (1) variant of vegetable				
	iii. Steamed Rice				

	iv. Dessert (Fresh Fruit for packed meals)				
	b) AM and PM Snacks composed of the following:				
	i. Pasta Noodles and/or any local delicacies				
	ii. Sandwich and/or any local delicacies				
	c) Drinks composed of the following:				
	i. At least one (1) round of iced tea or juice and potable water for every meal and every snack .				
	ii. Provision of brewed coffee and/or tea (no additional charge)				
	B. Set-Up				
	1. Uniformed, Professional Waiters and Banquet staff				
	2. Buffet stations where needed				
	3. Use of utensils, chinaware, and glasses				
	4. Purified Drinking Water				
	5. Ensure proper cleanup of garbage after the event				
Nothing Follows					
		TOTAL AMOUNT			

2. We undertake, if our Quotation or bid is accepted, to deliver the above services on June 9-12, 2023.
3. We agree to abide by this Quotation/bid for a period of thirty (30) days after the deadline of submission specified in the RFQ.
4. We understand that payment for items delivered will be made to the winning supplier upon a certification by the Head of the Procuring Entity that the goods have been rendered or delivered in accordance with the terms and conditions of this proposal and have been duly inspected and accepted.

"A Member of the Philippine Association of Water Districts (PAWD)"

Name of company : _____
Address : _____
Email address : _____
Telephone & Fax No. : _____
Tax Identification No. (Pls. indicate whether VAT Reg. or not) : _____
Supplier's representative : _____
Signature over printed name : _____
Designation : _____



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Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the PROCURING ENTITY]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the PROCURING ENTITY or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the PROCURING ENTITY, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the PROCURING ENTITY, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the PROCURING ENTITY, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the

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Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay, directly or indirectly, any commission, amount fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____,
Philippines.

Bidder's Representative/Authorized Signatory



4th Anniversary
INFANTA (QUEZON) WATER DISTRICT

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