

Department of Budget and Management  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**

DEPARTMENT OF BUDGET AND MANAGEMENT  
GOVERNMENT PROCUREMENT POLICY BOARD  
TECHNICAL SUPPORT OFFICE  
**RECEIVED**  
23 APR 2013 *Shari Cabuhat*

**REQUEST FOR QUOTATION**

Date: 22 April 2013  
RFQ No.: 15-2013

Name of Company: Manila Catering Services  
Address: #49 Alaming St. West Triangle D.C.  
Name of Store/Shop: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Permit No.: 3RC 0000 386 797  
TIN: 133 - 730 - 251 - 000

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **29 April 2013**, at exactly 8:00 AM

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact **Ms. Lora T. Alvarez** at telephone no. (02) 900-6741 to 44 or email address at [larc@gppb.gov.ph](mailto:larc@gppb.gov.ph).

*WJ*  
**William G. Bagamat**  
Procurement Officer

- INSTRUCTIONS:**
- (1) Accomplish this RFQ correctly and accurately.
  - (2) Do not alter the contents of this form in any way.
  - (3) Technical specifications with asterisks (\*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
  - (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Procurement of Catering Service (Lunch and AM/PM Snacks) for three (3) batches of two-day Training on RA 9184 with 40-70 pax per batch</b>	<b>126,000.00</b>
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**Technical Specifications:**

a.	9-10 May 2013	/		
b.	6-7 June 2013	/		
c.	4-5 July 2013	/		
a.	AM Snacks - 10:00 AM	/		
b.	Lunch - 11:30 AM	/		
c.	PM Snacks - 3:30 PM	/		
a.	AM Snacks for two (2) days with beverage	/		
b.	PM snacks for two (2) days with beverage	/		
c.	Buffet Lunch for two (2) days	/		
i.	Main course (1 Variant of Meat or Fish and 1 Variant of Vegetables)	/		
ii.	Rice	/		
iii.	Dessert	/		
iv.	Beverage	/		
d.	Provision of free freely-flowing water and coffee for two (2) days	/		

**SUMMARY OF APPROVED BUDGET**

**OFFER**

SUMMARY OF APPROVED BUDGET				OFFER			
a.	9-10 May 2013	Php 600 (300.00 per head for a day)	40-70 pax	42,000	600.00	40-70 pax	42,000
b.	6-7 June 2013	Php 600 (300.00 per head for a day)	40-70 pax	42,000	600.00	40-70 pax	42,000
c.	4-5 July 2013	Php 600 (300.00 per head for a day)	40-70 pax	42,000	600.00	40-70 pax	42,000

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. 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.
7. Any interlines, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
9. The GPPB-TSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. After delivery and upon the submission of the required supporting documents, i.e. order slip and/or billing statement, by the contractor, the GPPB-TSO shall make payment through cash/check in favor of the contractor.
11. The payment shall be computed according to the actual number of meals to be supplied.
12. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB - TSO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

*M. Manalo*  
*Richard Manalo*  
Signature over Printed Name

355-5755 loc. 123  
Office Telephone No.

355-5755 loc. 124  
Fax/Mobile No.

*klhmanalo@gmail.com*  
Email address/es



Department of Budget and Management  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**

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**NOTICE OF AWARD**

2 May 2013

**MS. RAQUEL MANALO**  
**MANILA CATERING SERVICES**  
47 Examiner Street, West Triangle,  
Quezon City


Dear Ms. Manalo:

We are pleased to inform you that your quotation for the procurement for the **Meals for the Participants of One (1) Batch of Training Seminar for May, June, And July 2013** with a corresponding quotation price of **ONE HUNDRED TWENTY SIX THOUSAND PESOS (PhP 126,000.00)** has been determined to be the lowest responsive quotation.

We shall send the Purchase Order for the said project at the soonest possible time, unless a request for reconsideration by any of the unsuccessful bidders filed within the period prescribed under Section 55.1 of the Implementing Rules and Regulations of Republic Act 9184 is found meritorious.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under the project.

Very truly yours,

  
**DENNIS LORNE S. NACARIO**  
*Officer in Charge*

**Received By:**

\_\_\_\_\_  
(Signature above printed name)

\_\_\_\_\_  
(Date and Time of receipt)

*\*Kindly fax to sender to acknowledge receipt*

# PURCHASE ORDER

**DBM - GPPB-TSO**

Agency

Supplier: <u>Manila Catering Services</u> Address: <u>47 Examiner Street, West Triangle, Quezon City</u> TIN: <u>002-839-013-000</u>	P.O. No.: <u>007-2013</u> Date: <u>8 May 2013</u> Mode of Procurement: <u>Nego. Proc. 53.9 (Small Value)</u>
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Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

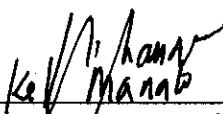
Place of Delivery: <u>Unit 2506, Raffles Corporate Center, F. Ortigas Jr. Rd., Ortigas Center, Pasig City</u> Date of Delivery: _____	Delivery Term: _____ Payment Term: <u>Full Payment/Check</u>
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Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	Unit	<b>Meals for the Participants of One (1) Batch of Training Seminar for May, June, and July 2013 (Three (3) Batches)</b> -Date of Delivery a. 9-10 May 2013 b. 6-7 June 2013 c. 4-5 July 2013 -Time of Delivery a. AM Snacks - 10:00 AM b. Lunch - 11:30 AM c. PM Snacks - 3:30 PM -Meals consist of the following: a. AM Snacks for two (2) days with beverage b. PM snacks for two (2) days with beverage c. Buffet Lunch for two (2) days i. Main course (1 Variant of Meat or Fish and 1 Variant of Vegetables) ii. Rice iii. Dessert iv. Beverage d. Provision of free freely-flowing water and coffee for two (2) days *****nothing follows*****			126,000.00

(Total Amount in Words) <b>One Hundred Twenty Six Thousand Pesos Only</b>	126,000.00
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very Truly Yours,  
DENNIS S. SANTIAGO  
Authorized Official

Conforme:   
 \_\_\_\_\_  
 Signature over Printed Name of Supplier  
May 8 - 2013  
 Date

 Kristine Dale T. Corpuz Accountant III	ALOBS No.: _____ Amount: _____
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