



BASES CONVERSION AND DEVELOPMENT AUTHORITY

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Email: mrviernes@bcda.gov.ph

REQUEST FOR QUOTATION

Company Name: _____

Date : **16 January 2025**

PR #: **PR0001091**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **21 January 2025**.
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or the immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the govt., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.


MONICA LORRAINE VIERNES
Canvasser


ALMIRA CLARIANES
Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT						
Per Request, Below is/are the price(s) of the article(s)/services(s) as indicated under Unit Price:						
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (AxD)
1	LOT	SUPPLY AND DELIVERY OF CATERING SERVICES (BUFFET SETUP) FOR BCDA BOARD MEETINGS, COMMITTEE MEETINGS AND BOARD-RELATED ACTIVITIES THE CONTRACT SHALL BE FOR A PERIOD COVERING FEBRUARY 2025 TO DECEMBER 2025 COMMENCING UPON THE RECEIPT OF CONTRACT AND NOTICE TO PROCEED SEE ATTACHED TERMS OF REFERENCE ABC: PHP 997,500.00				
				TOTAL AMOUNT		P

Suppliers are required to submit the following Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
- 2) PhilGEPS Registration No.
- 3) Notarized Omnibus Sworn Statement and Proof of Authorization (e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)
- 4) Business/Income Tax Return (If the ABC is above 500k)
- 5) BIR Certificate of Registration (BIR Form 2303)

Note: A) Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the duly notarized Omnibus Sworn Statement (OSS) and Proof of Authorization within 5 working days upon notification of the Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification.

B) Suppliers who have previously submitted the above documentary requirements may no longer require its re-submission except for the Omnibus Sworn Statement.

Delivery Address: 31st St. Cor. 2nd Avenue, 2/F Bonifacio Technology Center, Bonifacio Global City, Taguig.

Terms and conditions:

Price : **(Inclusive of all applicable taxes)**



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Chief Administrative Officer

Payment : **30 days**

Delivery : **Covering Period February 2025 to December 2025**

Validity of price : **one month**

Warranty : **N/A**

We hereby certify, that we have prepared, checked and reviewed this quotation. This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

Printed Name/Signature/Date

Immediate Supervisor

Telephone / Fax Number

**TERMS OF REFERENCE
(Supply and Delivery of Catering Services)**

1. The Bases Conversion and Development Authority (BCDA) intends to engage Caterers for the **supply and delivery of catering services** for BCDA Board Meetings, Committee Meetings and Board-related activities.
2. The Caterer should have the following minimum qualifications:
 - a. Must have at least five (5) years continuous business operation with experience in catering services for meetings/ seminars/ workshops in private and/or government corporations
 - b. Must possess a valid business permit necessary for the operation of a business providing catering services
 - c. Must be able to provide food with superior taste and attractive buffet presentation
3. The Approved Budget for the Contract (ABC) is **NINE HUNDRED NINETY-SEVEN THOUSAND FIVE HUNDRED PESOS (Php997,500.00)**, inclusive of all applicable taxes, charges, duties and fees.
4. The Scope of the Catering Services include the following:
 - a. The Catering Services cover the provision of food, utensils and staff during the BCDA Board Meetings, Committee Meetings and Board-related activities.
 - b. The number of meetings and meals are as follows:

Event	Lunch (P1,200/pax)	Snack (P300/pax)	No. of Participants
Board Meeting, Committee Meeting, and Board-related activities	19	19	35

Computation of Board Meeting, Committee Meeting, and Board-related Expenses:

Lunch:	19 mtgs. x 35 pax x Php1,200/pax	=	Php 798,000.00
Snacks:	19 mtgs. x 35 pax x Php300/pax	=	<u>Php 199,500.00</u>
	Total		Php 997,500.00

The number of meetings are estimates and may vary depending on the requirement of the BCDA Board. **The bidder must submit a financial proposal based on the price per meal, per person.**

The contract shall be for a period covering February 2025 to December 2025 commencing upon the receipt of Contract and Notice to Proceed.

The meals may not necessarily be lunch and snack combined but may be separately ordered depending on the schedule of the meeting.

- c. The Menu shall consist of the following which shall be served in various cuisines such as Filipino, Chinese, Japanese, Thai, Vietnamese, Spanish or other Western dishes:

Lunch	Snack
o Rice (steamed or whatever is in the menu)	o Sandwich or Noodle or Pasta-based dish or other Filipino Merienda Dishes
o Soup	o Assorted Drinks (<i>inclusive of sodas, iced tea, unlimited coffee and tea</i>)
o Salad	
o Chicken	
o Pork or Beef	
o Seafood (fish, shrimp, squid, oyster, scallop, etc.)	
o Vegetable	
o Dessert	
o Assorted Drinks (<i>inclusive of sodas, iced tea, unlimited coffee and tea</i>)	

- d. The caterer shall provide at least one (1) Waiter in appropriate attire and skillful in food preparation, table arrangement and serving.
- e. A simple buffet station shall be set up at least one (1) hour before the scheduled meeting to be held in BCDA office located in Bonifacio Global City, Taguig City.
- f. The Caterer shall ensure the following:
- Complete preparation and set-up of buffet tables.
 - The quality of the food to be served.
 - Food shall be ready for serving at least one (1) hour before the appointed time.
 - The collection and clean-up of goods and left-over after the event.
- g. Depending on the situation, BCDA has the option of ordering packed lunch and/or snack.

5. Conduct of Post-Qualification

During the post-qualification, the bidder who submits the lowest calculated bid shall be asked to present a meal for Food Tasting by the procuring entity to be composed of the Corporate Secretary, Assistant Corporate Secretary, Executive Vice President, SVP for Corporate Services Group, VP for Property and Procurement Management Department, and two (2) representatives each from the Procurement Division and Board Secretariat.

The evaluation criteria are as follows:

Food	60%
Equipment	20%
Service (Sales Executives and Service Staff)	20%
Total	100%

1. Food		60%
1.1 Taste	20%	
1.2 Presentation	10%	
1.3 Temperature	10%	
1.4 Tenderness (Pork or Beef)	10%	
1.5 Quality (freshness, ingredients used)	10%	
2. Equipment		20%
2.1 Clean	10%	
2.2 Well-presented	10%	
3. Service (Sales Executives and Service Staff)		20%
3.1 Efficient	10%	
3.2 Courteous and Friendly	5%	
3.3 Well Groomed	5%	

Equivalent Point Score:

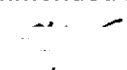
0 - 60	Poor
61 - 70	Fair
71 - 80	Satisfactory
81 - 90	Very Satisfactory
91 - 100	Excellent

Should the bidder fail to get a score of at least 80%, the bidder who submits the second lowest calculated bid shall undergo post-qualification.

6. BCDA shall:
 - a. Provide the venue for the event and coordinate with the caterer concerning other pertinent details of the event.
 - b. Provide appropriate/adequate space for the caterer to hold and prepare the food.

7. The selection of the Caterer shall follow the procedures for the procurement of Goods under Republic Act (RA) 9184 or the Government Procurement Reform Act. The award of the contract shall be made to the Caterer which submitted the Lowest Calculated and Responsive Bid after passing post-qualification, which includes food tasting and verification of the quality of services being offered.

Recommended by:


Mignon L. Gando
 BS V, Board Secretariat

Approved by:


Atty. Christian T. Duldulao
 Corporate Secretary