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REQUEST FOR QUOTATION

Date: 23 April 2026
RFQ No. 2026-RFQ-0005

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

PhilGEPS Registration Number (required): _____

TIN: _____

The **Philippine Center for Economic Development (PCED),** through its Bids and Awards Committee (BAC), intends to procure **Meals** for the project ***Provision of Meals for Meetings, Site Inspections, Technical Coordination, and Other Related Activities for Special Projects*** through **Section 34 - Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act, using the **Lowest Calculated and Responsive Bid (LCRB)** as the award criterion.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **8:00 AM of Tuesday, 28 April 2026**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

THE CHAIRMAN
Chairperson, Bids and Awards Committee
UPSEAA Room Library Building, UP School of Economics, Diliman, Quezon City 1101
Telephone No.: (02) 8-981-8500 local 3480
Email: bacsec@pced.gov.ph

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

a. **Valid Mayor's/Business Permit**
b. **PhilGEPS Registration Number**
c. **Omnibus Sworn Statement** *and if applicable*, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
d. **BIR Form Certificate of Registration (BIR Form 2303)**

- **For methods of procurement requiring Mayor's Permit and PhilGEPS Registration Number, Certificate of Platinum Membership may be submitted in lieu of the said documents.**

The Head of the Procuring Entity (HoPE) of the PCED reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder/s.

For any clarification, you may contact the BAC Secretariat at 02-8-981-8500 loc 3480 or send email to bacsec@pced.gov.ph.

By the Authority of the Bids and Awards Committee:

THE CHAIRMAN
Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

(4) Quotations may be submitted through electronic mail at bacsec@pced.gov.ph.

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline 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. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCED shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PCED. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. 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 supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

Provision of Meals for Meetings, Site Inspections, Technical Coordination, and Other Related Activities for Special Projects					
Item #	**Description**	**Quantity**	**Bidder's Statement of Compliance (comply/not comply)**	**Unit Cost**	**Total Cost**
1.0	**AM / PM SNACKS** Each set shall include: - *Main Snack / Meal Option* o Choice of sandwich, Filipino delicacies, simple breakfast-style meals, pasta, or other similar snack options; o Minimum serving size: 100 grams or above - *Beverage* o Minimum 290 ml per serving o May include soda, juice, tea, shakes, or other similar beverage options	**792 pax**			
2.0	**LUNCH / DINNER** Each meal shall include: - *Viand* o Choice of beef, chicken, pork, or seafood dishes; o Meat dish: Minimum of one (1), maximum of two (2), depending on the menu or request of the End User; o Minimum serving size: ▪ 100 grams or above if one meat dish is served; ▪ 160 grams total or above if two meat dishes are served - *Vegetable Dish* o At least one (1) vegetable dish - *Rice* - *Fruit or Dessert* - *Beverage* o Minimum 290 ml per serving o May include soda, juice, tea, shakes, or other similar beverage options	**552 pax**			
	----------nothing follows----------				
Total Price Offer (Inclusive of all costs and applicable taxes) >>>>>					

3.0	**MENU VARIETY REQUIREMENT**	**Bidder's Statement of Compliance (comply/not comply)**
3.1	MUST provide a minimum menu cycle of AT LEAST: - Five (5) different menu sets for snacks - Five (5) different menu sets for lunch or dinner meals	

3.2	The Service Provider shall submit **available menu options** to the End User or authorized representative for review and selection prior to ordering.	
4.0	**TECHNICAL REQUIREMENTS**	**Bidder's Statement of Compliance (comply/not comply)**
4.1	The Service Provider shall comply with applicable food safety and sanitation standards, including proper handling, preparation, storage, and transportation to ensure that meals delivered are safe for consumption.	
4.2	All meals must be freshly cooked and prepared on the day of delivery.	
4.3	Personnel involved in food preparation and delivery shall observe proper hygiene practices and use clean food-grade containers and appropriate packaging materials.	
4.4	TECHNICAL EVALUATION: - The Service Provider will be required to provide food samples for taste testing to verify compliance with the required portion, presentation, taste, and variety. The schedule and delivery instructions for the food samples shall be provided to eligible bidders during technical evaluation. - The Service Provider shall provide a minimum menu cycle of at least fifteen (15) different menu sets for snacks and fifteen (15) different menu sets for lunch or dinner meals as part of the technical evaluation.	
5.0	**TERMS AND CONDITIONS**	**Bidder's Statement of Compliance (comply/not comply)**
5.1	ORDER CONFIRMATION: The End User or authorized representative shall communicate the final order and actual number of meals at least twenty-four (24) hours prior to the scheduled delivery date.	
5.2	ADJUSTMENT OR CANCELLATION OF ORDERS: - The End User or authorized representative may adjust or cancel meal orders provided that notice is given to the Service Provider at least twelve (12) hours prior to the scheduled delivery. - Any adjustments in the number of meals shall be mutually acknowledged and confirmed by both parties prior to preparation and delivery. - Meals prepared or delivered without prior confirmation from the End User shall not be accepted for payment.	

5.3	PACKAGING REQUIREMENT: - **Platter-style packaging** is preferred for weekly coordination meetings. - **Individually packed meals** may be used for other official meetings or activities.	
5.4	DELIVERY REQUIREMENT: The Service Provider shall ensure timely delivery of meals to the venue specified by the End User.	
5.5	REPLACEMENT OF SPOILED OR NON-COMPLIANT FOOD: Any meals found to be spoiled, contaminated, improperly prepared, or not compliant with the required portion or specifications shall be immediately replaced by the Service Provider at no additional cost to the Procuring Entity.	
5.6	PENALTY FOR LATE DELIVERY: In case of late delivery without valid justification, the Procuring Entity may impose liquidated damages in accordance with the applicable government procurement rules and regulations, until the meals are delivered and accepted.	
5.7	DELIVERY CHARGES: All delivery services, transportation costs, and related charges shall be included in the financial proposal.	
6.0	**DELIVERY PERIOD:** Delivery shall be on an **as-needed basis within four (4) months** from receipt of the Notice to Proceed (NTP) or until the total ordered quantity is exhausted, whichever comes first.	
7.0	**PLACE OF DELIVERY:** Philippine Center for Economic Development UP School of Economics Building Osmeña corner Guerrero Sts. UP Diliman, Quezon City	
8.0	**TERMS OF PAYMENT:** Through check, at least thirty (30) calendar days upon receipt of Delivery Receipt and Sales Invoice for Goods and Service Invoice/Billing Statement for Services, and Acceptance by the End-User Unit.	

FINANCIAL OFFER:

Provision of Meals for Meetings, Site Inspections, Technical Coordination, and Other Related Activities for Special Projects	
Approved Budget for the Contract: **PhP256,800.00** **(TWO HUNDRED FIFTY-SIX THOUSAND EIGHT HUNDRED PESOS & 00/100)**	**Total Offered Quotation** *(inclusive of all taxes and incidental expenses)* **In Words:** _____ _____ _____
Company/Business Name: _____ _____	**In Figures:** _____

_____
Signature over Printed Name

_____
Position Designation

_____
Office Telephone/Fax/Mobile Nos.

_____
Email Address/es