



Republika ng Pilipinas

PAMAHALAANG LUNGSOD NG TACLOBAN
 (City Government of Tacloban)
 Kanhuraw Hill, Tacloban City 6500

BIDS AND AWARDS COMMITTEE

**INVITATION FOR NEGOTIATED
 PROCUREMENT OF CATERING SERVICES AND
 FOOD STUFF – 4 LOTS**

REF #001(2)-01-2022 (MARCH 31, 2022)
 PR# 2022-41 DATED 01-04-2022
 PR#2022-42 DATED 01-04-2022
 PR#2022-44 DATED 01-04-2022
 PR#2022-45 DATED 01-04-2022
 8572378

1. In view of the two (2) failed public biddings, the City Government of Tacloban Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation for the **PROCUREMENT OF CATERING SERVICES AND FOOD STUFF – 4 LOTS** with total Approved Budget for the Contract (ABC) of **Two Million Six Hundred Fifty Thousand & 00/100 (Php2,650,000.00)** in accordance with Section 53.1 of the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the “Government Procurement Reform Act.” For more details on this project, please refer to attached Schedule of Requirements (Annex A), Technical Specification (Annex B) and Bill of Quantities (Annex C). Below is a tabular presentation of the above-mentioned procurement.

Brief Description/ Specifications	End-user	Approved Budget for the Contract / Estimated Budget	Contract Duration
Lot 1, Buffet	CMO-Supply	Php1,050,000.00	30 Days
Lot 2, Snacks	CMO-Supply	Php500,000.00	
Lot 3, Pack meals	CMO-Supply	Php750,000.00	
Lot 4, Buffet (Filipino Dishes)	CMO-Supply	Php350,000.00	
TOTAL ABC		Php2,650,000.00	

Delivery of items shall be within Thirty (30) Days. Bidders should have completed within five (5) years from the date of submission and receipt of bids a contract similar to the project.

2. The following eligibility and technical documents as well as the Financial Proposal Form shall be submitted on or before **10:00 A.M. of April 07, 2022** at the BAC Office, Tacloban City Hall, Kanhuraw Hill, Tacloban City:

- (a) Securities and Exchange Commission/Department of Trade and Industry Registration Certificate;
- (b) Valid Mayor’s Permit;
- (c) List of projects for the last two years (ongoing government and private contracts);
- (d) Bid security issued in favor of the City Government of Tacloban shall be either in the following forms and amount:
 - (i) 2% of the ABC, if cash or cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial bank;
 - (ii) 5% of the ABC, if surety bond with certification from Insurance Commission that such insurance company is authorized to issue such security;
 - (iii) Any combination of the foregoing; and
 - (iv) Bid Securing Declaration. Sample form is attached as Annex D.

- (e) Compliance with the Schedule of Requirements (Annex A), Technical Specification (Annex B) and Bill of Quantities (Annex C);
- (f) Omnibus Sworn Statement;
- (g) Latest Income Tax Returns;
- (h) Authority of the Signatory; and
- (i) Certification of PhilGEPS Registration.

3. Opening of the eligibility documents, technical documents and financial proposal will be on **02:00 PM of April 07, 2022.**

4. For further information, you may inquire at the BAC Office, City Hall Main Building, Kanhuraw Hill, Tacloban City from 9:00 am to 3:00 pm, Mondays to Fridays, except on holidays.

5. The City Government of Tacloban reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to affected firms.

FOR. JONATHAN HIJADA
BAC Chairman

Schedule of Requirements

“Negotiated Procurement of Catering Services and Food Stuff – 4 Lots”

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	DELIVERY SCHEDULE
PR No. 2022-41 (Lot 1)				
1	BUFFET Menu: 3 Main Dish 1 Vegetable Rice 1 Dessert Soft drinks Bottled Water	3000	covers	
PR No. 2022-42 (Lot 2)				
1	SNACKS Menu: Assorted slice cakes or cheesy Ube Ensaymada or cup cakes Bottled Water	10000	pax	
PR No. 2022-44 (Lot 3)				
1	PACKMEALS Menu: 1 Main dish 1 vegetable Rice 1 fruit/dessert Bottled water	5000	pax	
PR NO. 2022-45 (Lot 4)				
1	BUFFET (Filipino Dishes) Menu: 3 Main dishes 1 Vegetable Rice Dessert Bottled Water/soda/juice	1000	covers	
nothing follows				

I hereby certify to comply the deliver all the above requirements.

Name of Company/Bidder

Signature over Printed

Date

Technical Specifications

“Negotiated Procurement of Catering Services and Food Stuff – 4 Lots”

Bidders must state here either “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each “Specification”.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	Bidder’s Statement of Compliance
The contractor shall provide the following needed for the project:				
PR No. 2022-41 (Lot 1)				
1	BUFFET Menu: 3 Main Dish 1 Vegetable Rice 1 Dessert Soft drinks Bottled Water	3000	covers	
PR No. 2022-42 (Lot 2)				
1	SNACKS Menu: Assorted slice cakes or cheesy Ube Ensaymada or cup cakes Bottled Water	10000	pax	
PR No. 2022-44 (Lot 3)				
1	PACKMEALS Menu: 1 Main dish 1 vegetable Rice 1 fruit/dessert Bottled water	5000	pax	
PR NO. 2022-45 (Lot 4)				
1	BUFFET (Filipino Dishes) Menu: 3 Main Dishes 1 Vegetable Rice Dessert Bottled Water/soda/juice	1000	covers	
nothing follows				

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed
Name of Representative

Date

Bid Prices and Bill of Quantities

Date: _____

Quotation No: _____

 Name of Establishment/Supplier

 Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **02:00 PM of April 07, 2022.**

Sgd. FOR. JONATHAN R. HIJADA
 BAC Chairman

Item Number	Description	Quantity	Unit	Unit Price	Total
PR No. 2022-41 (Lot 1)					
1	BUFFET Menu: 3 Main Dish 1 Vegetable Rice 1 Dessert Soft drinks Bottled Water	3000	covers		
PR No. 2022-42 (Lot 2)					
1	SNACKS Menu: Assorted slice cakes or cheesy Ube Ensaymada or cup cakes Bottled Water	10000	pax		
PR No. 2022-44 (Lot 3)					
1	PACKMEALS Menu: 1 Main dish 1 vegetable Rice 1 fruit/dessert Bottled water	5000	pax		
PR NO. 2022-45 (Lot 4)					
1	BUFFET (Filipino Dishes) Menu: 3 Main Dishes 1 Vegetable Rice Dessert Bottled Water/soda/juice	1000	covers		
				Grand Total	
XXX					

Name of Company/Bidder

Signature over Printed
Name of Representative

Date

ANNEX D

BID-SECURING DECLARATION

Invitation to Bid/Request for Expression of Interest No.1: [Insert reference number]

To: [Insert name and address of the Procuring Entity]

I/We², the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration³, if I/we have committed any of the following actions: (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.

3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid⁴, and I/we have furnished the performance security and signed the Contract.

1 Select one and delete the other.

2 Select one and delete the other. Adopt same instruction for similar terms throughout the document.

3 Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.

4 Select one and delete the other.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her _____ No. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, [date issued], [place issued]
IBP No. __, [date issued], [place issued]

Doc. No. ____
Page No. ____
Book No. ____
Series of 2022 ____



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
 (City Government of Tacloban)
 Kanhuraw Hill, Tacloban City 6500

**BIDS AND AWARDS COMMITTEE
 REQUEST FOR QUOTATION**

Company Name/Supplier: _____

Address: _____

Contact No. _____

RFQ No.	2022-001
RFQ Date:	March 31, 2022
Approved Budget for the Contract (ABC)	Php1,050,000.00
Mode of Procurement	Negotiated Procurement
PR No.	2022-41
PR Date:	January 4, 2022
End-user:	CMO - Supply

Procurement Title/Category: Catering Services and Food Stuff – 4 Lots

Please quote your lowest price for the item(s) listed below, subject to terms and conditions stated hereunder and submit your sealed quotation duly signed by your representative to our office not later than **10 o' clock** in the morning, of **April 7, 2022**. Opening of quotation shall be held at **2:00 o'clock** in the afternoon of **April 7, 2022**.

JONATHAN R. HIJADA
 BAC Chairman

Terms & Conditions:

1. All entries must either be typewritten or legibly handwritten;
2. Delivery Period: (30) thirty days upon receipt of Contract or as may be required by the appropriate authority. Administrative penalties pursuant to Rule XXXIII, Section 69 of RA 9184 shall be imposed for non-delivery without valid reason;
3. Warranty shall be for a minimum of three (3) months for supplies and materials, and one (1) year for equipment from date of acceptance of end-user;
4. Quoted price shall be valid for a period of (6) month
5. Documents to be attached upon submission of this quotation:
 - (a) Securities and Exchange Commission/Department of Trade and Industry Registration Certificate;
 - (b) Valid Mayor's Permit;
 - (c) List of projects for the last two years (ongoing government and private contracts);
 - (d) Bid security issued in favor of the City Government of Tacloban shall be either in the following forms and amount:
 - (i) 2% of the ABC, if cash or cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial bank;
 - (ii) 5% of the ABC, if surety bond with certification from Insurance Commission that such insurance company is authorized to issue such security;
 - (iii) Any combination of the foregoing; and
 - (iv) Bid Securing Declaration. Sample form is attached as Annex D.
 - (e) Compliance with the Schedule of Requirements (Annex A), Technical Specification (Annex B) and Bill of Quantities (Annex C);
 - (f) Omnibus Sworn Statement;
 - (g) Latest Income Tax Returns;
 - (h) Authority of the Signatory; and
 - (i) Certification of PhilGEPS Registration.
 - (j) All photocopied documents submitted shall be a certified copy from the original.
 - (K) All documents must be enclosed in a properly labeled and sealed envelope, indicating the PR No.
6. The BAC shall conduct the alternative procurement process in accordance with RA 9184 and its 2016 RIRR.

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Buffet, MENU: 3 Main Dishes, 1 Vegetable, Rice, 1 Dessert, Soft drinks & Bottled Water	3,000	covers		
	xxxxx nothing follows xxxxx	<i>GRAND TOTAL:</i>			

Brand & Model: _____ Warranty: _____

Delivery Period: _____ days upon receipt of the Contract Price valid until: _____

After having carefully read and accepted your General Conditions (terms and conditions), I/We quote you on the item(s) at prices provided above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the terms and conditions specified by your procuring entity.

Printed Name/Signature/Date

Contact Number



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
 (City Government of Tacloban)
 Kanhuraw Hill, Tacloban City 6500

**BIDS AND AWARDS COMMITTEE
 REQUEST FOR QUOTATION**

Company Name/Supplier: _____

Address: _____

Contact No. _____

RFQ No.	2022-002
RFQ Date:	March 31, 2022
Approved Budget for the Contract (ABC)	Php500,000.00
Mode of Procurement	Negotiated Procurement
PR No.	2022-42
PR Date:	January 4, 2022
End-user:	CMO-Supply

Procurement Title/Category: Catering Services and Food Stuff – 4 Lots

Please quote your lowest price for the item(s) listed below, subject to terms and conditions stated hereunder and submit your sealed quotation duly signed by your representative to our office not later than **10 o'clock** in the morning, of **April 7, 2022**. Opening of quotation shall be held at **2:00 o'clock** in the afternoon of **April 7, 2022**.

JONATHAN R. HIJADA
 BAC Chairman

Terms & Conditions:

1. All entries must either be typewritten or legibly handwritten;
2. Delivery Period: (30) thirty days upon receipt of Contract or as may be required by the appropriate authority. Administrative penalties pursuant to Rule XXXIII, Section 69 of RA 9184 shall be imposed for non-delivery without valid reason;
3. Warranty shall be for a minimum of three (3) months for supplies and materials, and one (1) year for equipment from date of acceptance of end-user;
4. Quoted price shall be valid for a period of (6) months;
5. Documents to be attached upon submission of this quotation:
 - (a) Securities and Exchange Commission/Department of Trade and Industry Registration Certificate;
 - (b) Valid Mayor's Permit;
 - (c) List of projects for the last two years (ongoing government and private contracts);
 - (d) Bid security issued in favor of the City Government of Tacloban shall be either in the following forms and amount
 - (i) 2% of the ABC, if cash or cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial bank;
 - (ii) 5% of the ABC, if surety bond with certification from Insurance Commission that such insurance company is authorized to issue such security;
 - (iii) Any combination of the foregoing; and
 - (iv) Bid Securing Declaration. Sample form is attached as Annex D.
 - (e) Compliance with the Schedule of Requirements (Annex A), Technical Specification (Annex B) and Bill of Quantities (Annex C);
 - (f) Omnibus Sworn Statement;
 - (g) Latest Income Tax Returns;
 - (h) Authority of the Signatory; and
 - (i) Certification of PhilGEPS Registration.
 - (j) All photocopied documents submitted shall be a certified copy from the original.
 - (K) All documents must be enclosed in a properly labeled and sealed envelope, indicating the PR No.
6. The BAC shall conduct the alternative procurement process in accordance with RA 9184 and its 2016 RIRR.

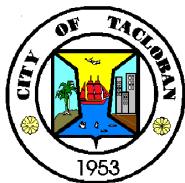
ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	SNACKS, MENU: Assorted slice cakes or cheesy ube ensaymada or cupcakes & Bottled Water	10000	pax		
	xxxxx nothing follows xxxxx	<i>GRAND TOTAL:</i>			

Brand & Model: _____ Warranty: _____
 Delivery Period: _____ days upon receipt of the Contract Price valid until: _____

After having carefully read and accepted your General Conditions (terms and conditions), I/We quote you on the item(s) at prices provided above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the terms and conditions specified by your procuring entity.

 Printed Name/Signature/Date

 Contact Number



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
(City Government of Tacloban)
Kanhuraw Hill, Tacloban City 6500

**BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION**

Company Name/Supplier: _____

Address: _____

Contact No. _____

RFQ No.	2022-003
RFQ Date:	March 31, 2022
Approved Budget for the Contract (ABC)	Php750,000.00
Mode of Procurement	Negotiated Procurement
PR No.	2022-44
PR Date:	January 4, 2022
End-user:	CMO-Supply

Procurement Title/Category: Catering Services and Food Stuff – 4 Lots

Please quote your lowest price for the item(s) listed below, subject to terms and conditions stated hereunder and submit your sealed quotation duly signed by your representative to our office not later than **10 o'clock** in the morning, of **April 7, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **April 7, 2022**.

JONATHAN R. HIJADA
BAC Chairman

Terms & Conditions:

- All entries must either be typewritten or legibly handwritten;
- Delivery Period: (30) thirty days upon receipt of Contract or as may be required by the appropriate authority. Administrative penalties pursuant to Rule XXXIII, Section 69 of RA 9184 shall be imposed for non-delivery without valid reason;
- Warranty shall be for a minimum of three (3) months for supplies and materials, and one (1) year for equipment from date of acceptance of end-user;
- Quoted price shall be valid for a period of (6) months;
- Documents to be attached upon submission of this quotation:
 - Securities and Exchange Commission/Department of Trade and Industry Registration Certificate;
 - Valid Mayor's Permit;
 - List of projects for the last two years (ongoing government and private contracts);
 - Bid security issued in favor of the City Government of Tacloban shall be either in the following forms and amount
 - 2% of the ABC, if cash or cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial bank;
 - 5% of the ABC, if surety bond with certification from Insurance Commission that such insurance company is authorized to issue such security;
 - Any combination of the foregoing; and
 - Bid Securing Declaration. Sample form is attached as Annex D.
 - Compliance with the Schedule of Requirements (Annex A), Technical Specification (Annex B) and Bill of Quantities (Annex C);
 - Omnibus Sworn Statement;
 - Latest Income Tax Returns;
 - Authority of the Signatory; and
 - Certification of PhilGEPS Registration

(j) All photocopied documents submitted shall be a certified copy from the original.
(K) All documents must be enclosed in a properly labeled and sealed envelope, indicating the PR No.
- he BAC shall conduct the alternative procurement process in accordance with RA 9184 and its 2016 RIRR.

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	PACKMEALS, MENU: 1 Main Dish, 1 Vegetable, rice & 1 Fruit/dessert & Bottled Water	5000	Pax		

	xxxxx nothing follows xxxxx	GRAND TOTAL:			
--	-----------------------------	-----------------	--	--	--

Brand & Model: _____ Warranty: _____
Delivery Period: _____ days upon receipt of the Contract Price valid until: _____

After having carefully read and accepted your General Conditions (terms and conditions), I/We quote you on the item(s) at prices provided above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the terms and conditions specified by your procuring entity.

Printed Name/Signature/Date

Contact Number



Republika ng Pilipinas
PAMAHALAANG LUNGSOD NG TACLOBAN
(City Government of Tacloban)
Kanhuraw Hill, Tacloban City 6500

**BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION**

Company Name/Supplier: _____

Address: _____

Contact No. _____

RFQ No.	2022-004
RFQ Date:	March 31, 2022
Approved Budget for the Contract (ABC)	Php350,000.00
Mode of Procurement	Negotiated Procurement
PR No.	2022-45
PR Date:	January 4, 2022
End-user:	CMO-Supply

Procurement Title/Category: Catering Services and Food Stuff – 4 Lots

Please quote your lowest price for the item(s) listed below, subject to terms and conditions stated hereunder and submit your sealed quotation duly signed by your representative to our office not later than **10 o'clock** in the morning, of **April 7, 2022**. Opening of quotation shall be held at **2 o'clock** in the afternoon of **April 7, 2022**.

JONATHAN R. HIJADA
BAC Chairman

Terms & Conditions:

1. All entries must either be typewritten or legibly handwritten;
2. Delivery Period: (30) thirty days upon receipt of Contract or as may be required by the appropriate authority. Administrative penalties pursuant to Rule XXXIII, Section 69 of RA 9184 shall be imposed for non-delivery without valid reason;
3. Warranty shall be for a minimum of three (3) months for supplies and materials, and one (1) year for equipment from date of acceptance of end-user;
4. Quoted price shall be valid for a period of (6) months;
5. Documents to be attached upon submission of this quotation:
 - (a) Securities and Exchange Commission/Department of Trade and Industry Registration Certificate;
 - (b) Valid Mayor's Permit;
 - (c) List of projects for the last two years (ongoing government and private contracts);
 - (d) Bid security issued in favor of the City Government of Tacloban shall be either in the following

forms and amount:

- (i) 2% of the ABC, if cash or cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial bank;
 - (ii) 5% of the ABC, if surety bond with certification from Insurance Commission that such insurance company is authorized to issue such security;
 - (iii) Any combination of the foregoing; and
 - (iv) Bid Securing Declaration. Sample form is attached as Annex D.
 - (e) Compliance with the Schedule of Requirements (Annex A), Technical Specification (Annex B) and Bill of Quantities (Annex C);
 - (f) Omnibus Sworn Statement;
 - (g) Latest Income Tax Returns;
 - (h) Authority of the Signatory; and
 - (i) Certification of PhilGEPS Registration.
 - (j) All photocopied documents submitted shall be a certified copy from the original.
 - (K) All documents must be enclosed in a properly labeled and sealed envelope, indicating the PR No.
6. The BAC shall conduct the alternative procurement process in accordance with RA 9184 and its 2016 RIRR.

ITEM NO.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
----------	---------------------	-----	------	------------	-------------

1	BUFFET (Filipino Dishes), MENU: 3 Main Dish, 1 Vegetable, rice, dessert & bottled water/soda/juice	1000	covers		
	xxxxx nothing follows xxxxx	<i>GRAND TOTAL:</i>			

Brand & Model: _____ Warranty: _____
 Delivery Period: _____ days upon receipt of the Contract Price valid until: _____

After having carefully read and accepted your General Conditions (terms and conditions), I/We quote you on the item(s) at prices provided above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the terms and conditions specified by your procuring entity.

Printed Name/Signature/Date

Contact Number