



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE

Manila



Name of Procuring Entity :	Request for Quotation (P.R. No.):	C-0113-0351-24
Revised on:	Date: October 28, 2024	ABC: Php 54,000.00
Standard Form/Title: REQUEST FOR QUOTATION	Office/End-User:	Information Management Service
Mode of Procurement: SMALL VALUE PROCUREMENT		

COMPANY NAME:	PHILGEPS No.:
ADDRESS :	TCC No.:
TEL./FAX NUMBER:	TIN:

Please submit your quotation for the item(s) listed below, which may be submitted in person at Room 503, Bidding Room, Procurement Service, 5th Floor, DPWH Bldg., Bonifacio Drive, Port Area, Manila, or thru registered mail, facsimile or E-mail, not later than 9:00 A.M. of **Nov. 06, 2024**.

Quotation may be submitted open or sealed and should be duly signed by the firm's owner or authorized representative subject to the terms and conditions, hereof.

TERMS and CONDITIONS :

- All entries must be typewritten or legibly written.
- Delivery period within **as per schedule** upon receipt of the approved funded Purchase Order (P.O). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
- Price validity shall be for a period of sixty (60) calendar days.
- PhilGEPS Registration Number, Mayor's Permit and Omnibus Sworn Statement shall be attached upon submission of the quotation. DTI /SEC and Latest Tax Clearance shall be submitted before the award of Purchase Order (P.O.).
- To establish financial capability, bidders may attach/include in its quotation a Committed Line of Credit (CLC) equivalent to 10% of the ABC, from a commercial or Universal Bank.
- Bidders must quote for all of the items and shall submit a proposal on each item and evaluation and award of contract will be undertaken on a lump sum basis.
- Any erasure, correction or alteration made by the bidders in any of the items shall render the bid non-complying, hence, a ground for disqualification.
- The DPWH reserves the right to accept or reject any bid to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.

MEDMTER G. MALIG

Assistant Secretary for Technical Services
and Information Management Service
Chairperson, BAC for Goods

10/31/2024

Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	Meals and Snacks - AM snack, Lunch and PM snacks				
1	Electronic Materials Engineers Application (EMEA)	30	pax		
	Train-the-Trainers Training				
	Training Schedule: November 12-13, 2024				
	(15 pax x 2days) = 30 pax				
	Venue: IMS IT Training Room				
2	Goods and Services Application (GSA) Train-the-Trainers Training	30	pax		
	Training Schedule: December 9-10, 2024				
	(15 pax x 2days) = 30 pax				
	Venue: IMS IT Training Room				
3	Online Payment (e-Payment) Train-the-Trainers Training	30	pax		
	Training Schedule: December 12-13, 2024				
	(15 pax x 2days) = 30 pax				
	Venue: IMS IT Training Room				

	TOTAL AMOUNT (Php)	
	Please specify total amount in words (Php)	

Please specify brand names & model, if applicable.

• **Brand Name & Model:** _____ **Warranty:** _____

• **Delivery Period:** _____ **Price Validity:** _____

After having carefully read and accepted your general conditions, I / We quote you on the item(s) at prices note 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 DPWH.


Tel. Nos. 5304-3530/5304-3208/5304-3188 **Signature Over Printer Name/Date**

Email Address: alibin.mikko_paulo@dpwh.gov.ph

12.1.3 ABC/MPOA **Tel. no./Cellphone No./E-mail Address**

Website: <https://www.dpwh.gov.ph>

Tel. No(s).: 5304-3000 / (02) 165-02





Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CENTRAL OFFICE
Bonifacio Drive, Port Area, Manila

May 29, 2023

MEMORANDUM

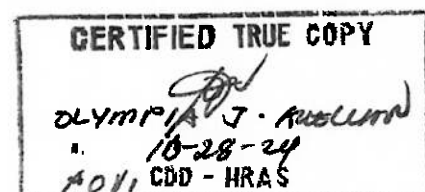
FOR : Undersecretary ARDELIZA R. MEDENILLA, MNSA, CESO I
Support Services

SUBJECT : Technical Specifications for Procurement of Food Catering Services

In order to ensure uniform/standard quality of goods and services to be procured by the Department, submitted are the proposed specifications and approved increase in the daily budget of Php600.00 per participant per day for procurement of Food Catering Services requiring the issuance of a certification from the Human Resource and Administrative Service through the Capacity Development Division:

1. Provide quality service at all times.
2. Maintain cleanliness and safety during preparation and serving of food.
3. Guarantee satisfaction among participants and other concerned parties.
4. There will be two (2) snacks (AM and PM) and lunch with beverage per meal. For lunch, the plate has one (1) cup of rice, two (2) servings of main dish (chicken, pork, beef or fish), one (1) serving of side dish/vegetables, soup, dessert and bottled beverage. For snacks, the plate should include one main snack (pasta, pastry, etc.) and one bottled juice/water/soft drinks.
5. Provide free-flowing hot chocolate drinks and brewed coffee with sugar, creamer and condiments throughout the training duration.
6. Provide refrigerator, steel cabinet, buffet tables and dining tables according to the number of participants, table skirting, tablecloth, food warmer, percolators for hot chocolate and brewed coffee, purified water with dispenser, bottled water for speakers, drinking glasses, plates, utensils and table napkins. Provide take out boxes/containers if needed.
7. Prepare nutritious and ethnically diverse meals in proper amount of serving.

TYPE OF MEAT	PORTION SERVING (in grams)
Pork with bones (ex. Lechon Kawali/spare ribs)	200-250
Pork without bones (ex. Asado/Adobo)	150-200
Beef with Bones (ex. Boiled/Potchero)	200-250

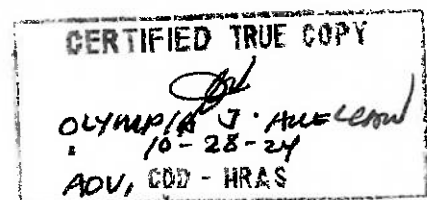


Chicken with Bones (ex. Chicken curry/Afritada)	250-300
Chicken without bones (ex. Chicken nuggets)	150-200
Seafood with bones (ex. Steamed Lapu-Lapu)	250-300
Seafood without Bones	150-200

8. Provide separate meals and snacks for non-pork eaters, in case of religious or dietary restrictions, as requested.
9. Serve warm food as needed. No cooking is allowed inside the training venue, re-heating only.
10. Maintain personal hygiene (well-groomed food handlers with hairnets, plastic clear mouth covers, clean uniforms, well-manicured nails without polish, and polished black shoes). Staff should be fully vaccinated.
11. Show proper manner, skills and attentiveness in food serving.
12. Ensure that a Supervisor is available to oversee the proper handling and serving of food as well as handling of the kitchen area.
13. Maintain cleanliness of the pantry and food service areas at all times.
14. Provide garbage bags; dispose waste properly.
15. Observe punctuality in food delivery. Meals and snacks must be ready for serving 30 minutes before the scheduled time for meals. Please refer to delivery and meal schedule specified below. For late delivery of the meals (15 minutes and beyond the start of the scheduled break), fifteen percent (15%) of the total price of meals for that training course will be deducted.

Meal Schedule	Delivery Time	Should be Ready for Serving By:
AM Snack (8:30 AM)	6:00 AM	8:00 AM
Lunch (11:00 AM)	9:30 AM	10:30 AM
PM Snack (2:00 PM)	12:30 PM	1:30 PM

16. Clean the kitchen and food service area after the training.
17. Must have an appropriate service van to hygienically transport meals from the Caterer's kitchen to the training venue. There should be also company name and logo on the body of the vehicle.
18. Plated meals to be served and covered in food wrappers. Meals should be individually packed (sustainable packaging). In order to reduce and minimize the solid waste most especially this trying time of COVID-19 pandemic per approved Resolution No.1363, Series of 2020, "Banning the Use of Unnecessary Single Use Plastics" by the National Government Agencies (NGAs), Local Government Units (LGUs), and all other Government Controlled Offices, the following materials are considered as unnecessary single use-plastic:
 - a. Plastic cups (lower than 0.2 mm in thickness);
 - b. Plastic Drinking straws;
 - c. Plastic coffee stirrers;
 - d. Plastic spoons;



- e. Plastic forks;
 - f. Plastic knives;
 - g. Plastic labo and thin-filmed sando bags (lower than 15 microns). This shall also apply for buffet dining at the training venue.
- 19. Provision of list of menu.
 - 20. Catering Service Provider shall be liable in case of death and injuries caused by improper food handling. It is limited only to the victims who are participants, resource persons, training administrators and other support staff. All medical expenses arising from that sickness will be borne by the Caterer.
 - 21. Quantity of orders may be modified upon due notice to the Second Party one day before the actual training depending on the number of participants.
 - 22. In case of suspension of government work announced the night before until 5:00 AM on the day of the training, orders for that day are automatically cancelled.

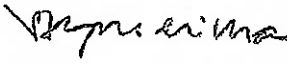
"Maximum Training Budget per participant per day is P600.00 per approved Memorandum dated April 18, 2022 by the Secretary".

For the Undersecretary's review and approval.

Prepared by:


MICHAEL S. VILLAFRANCA, CESO III
Director IV
Human Resource and Administrative Service

Approved:


ARDELIZA R. MEDENILLA, MNSA, CESO I
Undersecretary for Support Services

End : Approved Increase in the Daily Budget for Training Meals and Snacks 2022

10.1.2 OJA/GME/RPE

