



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE VIII  
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

**REQUEST FOR QUOTATION (RFQ)**

Supply and Delivery of Packed Meals and Catering Service for MINA-PFM Stakeholders' Forum on April 11 & 15, 2025, DBM 89th Anniversary Celebration on April 21-25, 2025 and Technical Budget Hearing on April 29, 2025

April 4, 2025

The Manager

---

Dear Sir/Madam:

Please quote your price for the item specified below, taking into consideration the following:

**PROCUREMENT TERMS & CONDITIONS**

1. The Total Approved Budget for the Contract (ABC) **Two Hundred Fifty-Nine Thousand Fifty Pesos (P259,050.00)**.
2. Price quotation should be inclusive of tax obligations.
3. **Evaluation of bids will be conducted on a "per lot" basis.**
4. Delivery period is indicated in the **2nd** page of this RFQ.
5. If awarded the contract, processing and payment shall be made within **three (3) working days** upon receipt of Charge Invoice.
6. Refusal to accept an award maybe ground for imposition of appropriate sanctions under Sec. 69 of the IRR of RA 12009.
7. Failure of the supplier to deliver goods and render services under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to Sec. 71.1.4 of the IRR of RA 12009.
8. The Head of the Agency reserves the right to reject any and all bids, declare a failure of bidding or not award the contract per Sec. 70 of the same IRR.
9. **This RFQ must be duly filled out supported with the following documents, and the same must be sealed and submitted manually/on-site or through courier not later than April 8, 2025 @ 5:00PM, DBM Bundy Clock Time:**
  - a. 2025 Mayor's/Business Permit, but if not yet available, the recently expired Mayor's/Business Permit with official receipt of renewal application, subject however submission of 2025 Mayor's/Business Permit after award of contract but before payment; and
  - b. Notarized Omnibus Sworn Statement (OSS) using the attached prescribed format.
10. **The supplier's PhilGEPS Registration Number must likewise be indicated at the 5th page of this RFQ.**

**Address of bid submission:**

**FLORITA M. LACDO-O, BAC Chairperson**  
DBM-Regional Office No. VIII  
Villa Ruiz, Marasbaras, Tacloban City

*ENERIZA A. REALINO*  
**ENERIZA A. REALINO**  
 Canvasser

*FLORITA M. LACDO-O*  
**FLORITA M. LACDO-O**  
 BAC Chairperson

I have read and understood the Procurement Terms & Conditions. By signing this quote, I hereby agree and bind myself to the Terms & Conditions indicated in this RFQ.

**Supply and Delivery of Packed Meals and Catering Service for MINA-PFM Stakeholders' Forum on April 11 & 15, 2025, DBM 89th Anniversary Celebration on April 21-25, 2025 and Technical Budget Hearing on April 29, 2025**

Lot	Qty	Unit	Particulars	ABC	BID PRICE	
					U/P	Total Amount
1			<p><b>Supply and Delivery of Packed Meals and Catering Service for MINA-PFM Stakeholders' Forum on April 11 &amp; 15, 2025, DBM 89th Anniversary Celebration on April 21-25, 2025 and Technical Budget Hearing on April 29, 2025</b></p> <p>REQUIREMENTS:</p> <p>1. For packed meals, Packaging and Utensils must be biodegradable/non-plastic.</p> <p>2. To be delivered at DBM Regional Office VIII on:</p> <p>DAY 1 - April 11, 2025 (Buffet Set-Up w/ venue arrangement)</p> <p>DAY 2 - April 15, 2025 (Buffet Set-Up w/ venue arrangement)</p> <p>DAY 3 - April 21, 2025 (Packed Meals)</p> <p>DAY 4 - April 22, 2025 (Packed Meals)</p> <p>DAY 5 - April 23, 2025 (Packed Meals)</p> <p>DAY 6 - April 24, 2025 (Packed Meals)</p> <p>DAY 7 - April 25, 2025 (Packed Meals - AM, Lunch, PM Snacks; Dinner Buffet w/ venue arrangement)</p> <p>Day 8 - April 29, 2025 ( 51 pax Packed Meals; Venue &amp; Room Arrangement; 20 pax Buffet Set-up at Technical Area Lobby)</p> <p>Delivery Time:</p> <p>AM Snacks - Not later than 9:30AM Lunch - Not later than 11:30 AM PM Snacks - Not later than 3:00PM Dinner - Not later than 6:00PM</p> <p>3. For Buffet Set-Up - Catering Services on April 11, 15, 2025 (MINA-PFM) and April 25, 2025 (Dinner - PRAISE):</p> <p>Venue and Room Arrangement</p> <ul style="list-style-type: none"><li>- DBM Conference Room</li><li>- With Tables and Chairs (round table with a maximum of six (6) pax per table)</li><li>-with free flowing coffee</li><li>-with standby staff</li></ul> <p>4. Catering Services on April 29, 2025 (TBH):</p> <p>Venue and Room Arrangement</p> <ul style="list-style-type: none"><li>- DBM Conference Room</li><li>- With Tables and Chairs (rectangular table with a</li></ul>			



			maximum of four (4) pax per table) -with standby staff - with free flowing coffee - 20 pax Buffet Set-up at ORD/Technical Area Lobby			
	62	pax	DAY 1 - April 11, 2025 AM SNACKS (Buffet) Cheesy Beef Spaghetti and In-Can Pineapple Juice (200ml)			
	62	pax	LUNCH (Buffet) 2 Main Dish (Beef Estofado, Sweet & Sour Fish), 1 Plain Rice 1 Chopsuey, 1 Dessert (Leche Flan) Bottled Soda (200ml)			
	62	Pax	PM SNACKS (Buffet) Bami- with Bread and Bottled Iced Tea (200ml)			
	39	pax	DAY 2 - April 15, 2025 AM SNACKS (Buffet) Suman Latik with Mango and Hot Choco (200ml)			
	39	pax	LUNCH (Buffet) 2 Main Dish (Pork Kare-Kare, Chicken Cordon Bleu), 1 Plain Rice 1 Buttered Mix Veggie, 1 Dessert (Fruit Salad) Bottled Soda (200ml)			
	39	pax	PM SNACKS (Buffet) Choco Moist Cake and Bottled Mango Juice (200ml)			
	48	pax	DAY 3 - April 21, 2025 AM SNACKS (packed) Chicken Burger and Bottled Mango Juice (200ml)			
	48	pax	LUNCH (packed) 2 Main Dish (Crispy Fish Fillet with mayo dip, Pork Menudo), 1 Plain Rice 1 Ampalaya con Karne, 1 Dessert (Leche Flan) Bottled Soda (200ml)			
	48	Pax	PM SNACKS (packed) 2 pcs Chicken Empanada and Bottled Iced Tea (200ml)			
	42	pax	DAY 4 - April 22, 2025 AM SNACKS (packed) Suman Latik with sliced ripe mango 1 Medium Cup Tsokolate (atleast 200ml)			
	42	pax	LUNCH (packed) 2 Main Dish (Beef Steak, Grilled Fish), 1 Plain Rice 1 Stir Fried Veggies, Bottled Soda (200ml), 1 Dessert (Mango Float)			
	42	Pax	PM SNACKS (packed) Tuna Pasta with Toasted Garlic Bread and Bottled Iced Tea (200ml)			

53	pax	DAY 5 - April 23, 2025 AM SNACKS (packed) Creamy Carbonara 1 Bottled Orange Juice (at least 200ml)			
53	pax	LUNCH (packed) 2 Main Dish (Spicy Chicken Adobo, Beef Caldereta), 1 Plain Rice 1 Buttered Mixed Veggies, Bottled Soda (200ml), 1 Dessert (Fruit Salad)			
48	pax	PM SNACKS (packed) Tuna Pasta with Toasted Garlic Bread In-can Pineapple Juice (200ml)			
45	pax	DAY 6 - April 24, 2025 AM SNACKS (packed) Pansit Bihon Guisado with 2 pcs Rice Puto In-Can Four-Seasons Juice (200ml)			
45	pax	LUNCH (packed) 2 Main Dish (Pork Hawaiian, Chicken Lollipop), 1 Plain Rice 1 Pinakbet, Bottled Soda (200ml), 1 Dessert (Black Sambc)			
49	pax	PM SNACKS (packed) Tuna Pasta with Toasted Garlic Bread and Bottled Iced Tea (200ml)			
48	pax	DAY 7 - April 25, 2025 AM SNACKS (packed) Baked Macaroni and In-Can Pineapple Juice (200ml)			
48	pax	LUNCH (packed) 2 Main Dish (Buttered Chicken, Pork Binagoongan), 1 Plain Rice 1 Kare-Kareng Gulay, 1 Dessert (Buko Pandan) Bottled Soda (200ml)			
48	pax	PM SNACKS (packed) Empanada and Bottled Iced Tea (200ml)			
48	pax	DINNER (Catered with Venue Set-Up) Fish Fillet in Lemon Butter Sauce, Roasted Chicken, 1 Plain Rice 1 Chopsuey, Bottled Soda (200ml), 1 Dessert (Mango Float)			
71	pax	DAY 8 - April 29, 2025 (Technical Budget Hearing - SUCs)  AM SNACKS (71 packed) Spaghetti with Toasted Bread and In-can Four- Seasons Juice (200ml)			
71	pax	LUNCH (51 packed and 20 buffet at ORD/Technical Division Lobby)			

	71	pax	2 Main Dish (Pork Bicol Express, Grilled Lemon Grass Chicken, 1 Plain Rice Sauteed Mixed Vegetable, 1 Dessert (Leche Flan) Bottled Soda (200ml)  PM SNACKS (71 packed) Clubhouse Sandwich and Bottled Iced Tea (200ml)  Terms and Conditions: 1. Payment shall be made within three (3) working days upon receipt of Billing/Statement of Account. 2. Price shall be inclusive of 12% VAT and delivery charge. 3. Location Delivered: DBM ROVIII Conference Room, Villa Ruiz Road, Brgy. 77 Marasbaras, Tacloban City			
			TOTAL	259,050		

Please fill-out this portion **LEGIBLY and COMPLETELY:**

Signature over Printed Name of  
Authorized Representative: \_\_\_\_\_  
Position in Firm: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
PhilGEPS Registration No. \_\_\_\_\_

Date: \_\_\_\_\_



**FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR SOLE PROPRIETORSHIP)****Omnibus Sworn Statement (Revised)***[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]* \_\_\_\_\_, of legal age, *[Civil Status]* \_\_\_\_\_,  
*[Nationality]* \_\_\_\_\_, and residing at *[Address of Affiant]* \_\_\_\_\_,  
 after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of *[Name of Bidder]* \_\_\_\_\_ with office address at *[address of Bidder]* \_\_\_\_\_;
2. As the owner and sole proprietor, or authorized representative of *[Name of Bidder]* \_\_\_\_\_, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* \_\_\_\_\_ of the DBM-Regional Office No. VIII, as shown in the attached duly notarized Special Power of Attorney;
3. *[Name of Bidder]* \_\_\_\_\_ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* \_\_\_\_\_ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* \_\_\_\_\_ complies with existing labor laws and standards; and
8. *[Name of Bidder]* \_\_\_\_\_ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;



- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and  
 d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*\_\_\_\_\_.

9. *[Name of Bidder]* \_\_\_\_\_ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
 NAME OF BIDDER OR ITS AUTHORIZED  
 REPRESENTATIVE

*[Insert signatory's legal capacity]*  
 Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

**FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR PARTNERSHIP/CORPORATION OR JOINT VENTURE)**

**Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]* \_\_\_\_\_, of legal age, *[Civil Status]* \_\_\_\_\_, *[Nationality]* \_\_\_\_\_, and residing at *[Address of Affiant]* \_\_\_\_\_, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of *[Name of Bidder]* \_\_\_\_\_ with office address at *[address of Bidder]* \_\_\_\_\_;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* \_\_\_\_\_ of the DBM Regional Office No. VIII, as shown in the attached \_\_\_\_\_ *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;
3. *[Name of Bidder]* \_\_\_\_\_ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* \_\_\_\_\_ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* \_\_\_\_\_ is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;  
  
*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* \_\_\_\_\_ is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;



7. [Name of Bidder] \_\_\_\_\_ complies with existing labor laws and standards; and
8. [Name of Bidder] \_\_\_\_\_ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project] \_\_\_\_\_.
9. [Name of Bidder] \_\_\_\_\_ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
 NAME OF BIDDER OR ITS AUTHORIZED  
 REPRESENTATIVE  
 [Insert signatory's legal capacity]  
 Affiant

**[Jurat]**  
 [Format shall be based on the latest Rules on Notarial Practice]