



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES  
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REQUEST FOR QUOTATION

Date: January 9, 2025  
Reference No (PR No.): 2025-012

To All Interested Bidders:

This is to request for quotation on the PIDS procurement requirement enumerated hereunder. If you are interested and, in a position, to furnish the same, we shall be glad to have your best price, terms and conditions of delivery, submitted not later than **January 16, 2024 (10:00 AM)** addressed to the *Procurement Management Division of the Administrative and Finance Department* at the abovementioned address. PIDS reserves the right to reject any and all bids, declare failure of bidding, or not award the contract under the conditions specified in Section 41 of the 2016 Revised IRR of RA 9184.

The price quotation/s, to be denominated in Philippine peso, **shall include all applicable taxes, duties, and/or levies payable.**

Very truly yours,

July R. Suing  
CAO, Procurement Management Division

Item	Qty	UOM	Articles/Description	Unit Cost	Total Cost
1	1	LOT	Catering Services for the Araw ng Parangal at Pasasalamat  Please see attached Technical Specifications  <b>ABC: PhP60,000.00</b>		

Requirements:

- Valid Mayor's/Business Permit
- PhilGEPS Registration No. (if **PhilGEPS Platinum Certificate** is provided, Mayor's/Business Permit is no longer required)
- Notarized Omnibus Sworn Statement  
- Notarized applicable Authority of the Signatory/Representative

The price and details of the above offer are certified correct:

_____ Name of Firm ( <i>Bidder</i> )	_____ Signature over Printed Name of <i>Bidder's Representative</i>
_____ Address	_____ Business Permit No.
_____ Telephone and/or Mobile No.	_____ Tax Identification Number ( <i>TIN</i> )
_____ Email Address	_____ PhilGEPS Registration Number

Note: PIDS is evaluating its supplier's performance based on the quality of services rendered or goods delivered, timeliness of delivery, customer/after sales service and overall quality of service.

## TERMS OF REFERENCE

### Catering Services for the Araw ng Parangal at Pasasalamat

#### I. Objective

The Philippine Institute for Development Studies shall hold **Araw ng Parangal at Pasasalamat** for the retiring employee, Ms. Renee Ann Jolina R. Ajayi on **January 30, 2025**. The activity aims to conduct ceremony for the appreciation and granting of Service Award to retiring employees in accordance with Article IV, Sec. 12, PIDSEA Collective Negotiation Agreement.

#### II. Participants

At least Eighty (**80**) PIDS officials and employees are the expected participants of the activity. The caterer must be ready for a buffer just in case there will be increase in number.

#### III. Requirements

##### A. Menu (*minimum requirement*)

- Buffet Lunch:
  - ✓ at least with 4 viands (Fish, Chicken, Pork/Beef, Vegetables)
  - ✓ steamed rice
  - ✓ at least 1 dessert (salad / fresh fruits / pastries)
  - ✓ Soup
  - ✓ Bottomless Iced Tea/Juice
- Other:
  - ✓ Free-flowing coffee and/or tea and drinking water during activity.

##### B. Serving Schedule (1 day – January 30, 2025)

- Buffet Lunch – 12:00PM

##### C. Scope of Services

- Ingress one day before the event or the setup should be finished before 10:00AM;
- Ensure quality of food and drinks prior to actual serving and cleanliness of dinnerware and utensils to be used;
- Set-up at least one (1) managed buffet station, well-arranged and covered by red and white linen;
- Must have at least two (2) staff/servers for the assistance in distribution of food and drinks and one (1) coordinator;

- Egress immediately after the program (3:00PM).
- Round table set-up with covered chairs based on motif.
- Preferably include event decorations based on the motif or theme.

#### **IV. Approved Budget for the Contract**

The Approved Budget for the Contract is **Sixty Thousand Pesos (PhP60,000.00)**, inclusive of all applicable government taxes and service charges.

#### **V. Mode of Procurement**

The mode of procurement shall be Negotiated Procurement – Small Value Procurement which covers provision of food/catering services under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

#### **VI. Payment Scheme**

Full payment of the contract shall be paid within fifteen days (15) days after the issuance of the following:

- a. Billing statement by the Service Provider; and
- b. Certificate of Satisfactory Service issued by PIDS

#### **VII. Liquidated Damages**

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to one-tenth of one percent (1%) of the cost of unperformed portion for every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract. The PIDS reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

#### **VIII. Dispute Agreement/Resolution:**

- A. Should there be any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.
- B. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.