BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

INVITATION TO BID
FOR THE PROCUREMENT OF CATERING SERVICES FOR PMO NCR NORTH GENERAL ASSEMBLY AND FAMILY DAY (REPOSTING)

DATE: December 11, 2024 **RIS NO.:** NCRN2024-11-515
P.R. NO.: NH-9364-24 **Mode of Procurement:** Sec 53.9 Small Value Procurement

Sir/Madam:

The PPA PMO-NCR North, through its Bids and Awards Committee (BAC), invites interested bidders to bid for the following item/s or project in accordance with the above stated procurement mode of the 2016 Revised Implementing Rules and Regulation of the Republic Act No. 9184.

PACKAGE NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	**CATERING SERVICES**, as detailed in Annex A - Item Description	₱125,000.00

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided on this Request for Quotation. Submit your **sealed quotation/documents** duly signed by you or your duly authorized representative not later than **December 16, 2024, 10:00 AM** to PMO-NCR North BAC Secretariat at PMO-NCR North Admin. Bldg. Mel Lopez Blvd., North Harbor, Tondo Manila.**Quotation/documents sent through electronic mail will not be considered.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

DOCUMENTARY REQUIREMENTS	REMARKS
Certified True Copy of Valid Mayor's Permit	
PhilGEPS indicating the Registration Number	
Certified True Copy of Valid Tax Clearance Certificate	
Duly Signed and Notarized Omnibus Sworn Statement	

For any clarification, you may contact us at Telephone No. 8241-3858 or email address at bac.ncrn@gmail.com

FRANCIS ALDRICH A. RUBIO
BAC Chairperson

PORT MANAGEMENT OFFICE OF NCR NORTH
PMO Administration Building, Mel Lopez Boulevard
North Harbor, Tondo, Manila, 1013 Philippines
Tel. No. (+632) 244.2612 FAX No. (+632) 245.2930
Email: pmoncrnorth@ppa.com.ph Website: www.ppa.com.ph

(Annex "A")

REQUEST FOR QUOTATION

TERMS AND CONDITIONS

1. Please see the attached Terms of Reference.

	GOODS				SERVICES			
	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE	EXPANDED W/ TAX	TAX CERTIFICATE	FINAL VAT	TAX CERTIFICATE
VATABLE	1%	BIR Form 2307	5%	BIR Form 2307	2%	BIR Form 2307	5%	BIR Form 2307
NON-VAT	1%	BIR Form 2307	3%	BIR Form 2307	2%	BIR Form 2307	3%	BIR Form 2307

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

ITEM NO.	ITEM DESCRIPTION /SPECIFICATION	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT	BRAND/MODEL OFFERED
1	Procurement of Catering Services for PMO NCR North General Assembly and Family Day a) Provide catering services for Approximately 250 persons. **Schedule:** Date: December 19, 2024 Time of Party: 03:00 PM onwards No. of Pax: 250 maximum	1	lot			

FINANCIAL OFFER

APPROVED BUDGET FOR THE CONTRACT (ABC)	UNIT	QTY	TOTAL OFFERED QUOTATION
One Hundred Twenty Five Thousand Pesos Only (₱125,000.00)	PACKAGE	1	**CATERING SERVICES**
Total Price inclusive of VAT and other applicable charges in Figures:			
Total Price inclusive of VAT and other applicable charges in Words: _____			

Company Name:		TIN:	
Company Full Address:			
Email:		Contact No.:	
Name of Authorized Representative:		Position / Designation:	
I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company above in event that the quotation is accepted.			
Printed Name and Signature of the Bidder			

TERMS OF REFERENCE

PROCUREMENT OF CATERING SERVICES FOR PMO NCR NORTH GENERAL ASSEMBLY AND FAMILY DAY

I. OBJECTIVE

To select the most responsive bidder to render catering service for the PMO NCR North General Assembly and Family Day Event.

II. SCOPE OF WORK AND DELIVERABLES

The winning bidder shall:

1. Provide catering service for approximately 250-persons.
2. Provide adequate number of waiters/waitresses.
3. Provide kitchenware, spoons, forks and other cutleries to be used during the event.
4. Ensure the complete preparation and set-up of tables and chairs at least two (2) hours before the start of the event.
5. Ensure and maintain the quality of the food to be served.
6. Ensure that the food shall be ready for serving at least one (1) hour before the appointed time.

III. GENERAL REQUIREMENTS

A. *PERIOD OF REQUIREMENTS AND VENUE*

Inclusive Date	:	December 19, 2024
Inclusive Time	:	3:00PM onwards
Venue	:	PMO NCR North Annex Building

B. *NUMBER OF ATTENDEES*

Maximum	:	250-persons

C. *FOOD AND BEVERAGE REQUIREMENTS*

Provide the following meals and beverage for the duration of the session:

- Rice
- Soup
- Appetizer
- Chicken
- Pork/Beef
- Dessert

- Free-flow beverage
- Coffee and Tea
- Purified drinking water and ice for drinks

D. DESIGN/SET UP OF VENUE

- Elegant buffet set-up with lights
- Round dinner tables dressed with floor-length linens and table runners/topers
- Centerpiece with flowers and balloons
- Dressed table for the Registration of attendees
- Chairs with floor-length seat covers
- Clean and fresh linens

E. OTHER REQUIREMENTS

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The total ABC for the project is **ONE HUNDRED TWENTY FIVE THOUSAND PESOS ONLY (Php125,000.00)** and shall be inclusive of all applicable taxes. A Certificate of Tax Deducted will be provided by PPA.

V. PAYMENT SCHEDULE

Full payment will be made within fifteen (15) days upon the completion of the service and to be settled through corporate check payable to the **SERVICE PROVIDER** upon submission of the complete and appropriate billing requirements. All taxes will be paid for by the **SERVICE PROVIDER**.

Prepared By:

JOSEPHINE S. SALOSAGCOL
RMD Manager

Approved:

JENNELIZA D. REBONG
Acting Port Manager

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. *[Select one, delete the other:]*

   [If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

   [If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

   [If a sole proprietorship:] 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 [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

   [If a partnership, corporation, cooperative, or joint venture:] 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 [Name of the Procuring Entity], 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. *[Select one, delete the rest:]*

   [If a sole proprietorship:] 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;

[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:

    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.

[Insert 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]