



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang

PMS-BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Office of the President-Presidential Management Staff (OP-PMS), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers or distributors registered with the Philippine Government Electronic Procurement System (PhilGEPS), to quote their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit the same duly signed by their authorized representatives not later than **17 November 2017 (Friday)**:

NAME OF PROJECT : PROCUREMENT OF CATERING SERVICES FOR THE PMS CHRISTMAS CELEBRATION

APPROVED BUDGET : P350,000.00.

TERMS OF REFERENCE:

This TOR shall govern solely the procurement of supply and delivery of foods and provision of catering services for the PMS Christmas celebration.

I. SPECIFIC DELIVERABLES:

1. The prospective bidders shall bid for the provision of catering services for 500 persons for the PMS Christmas Celebration, as follows:
 - 1.1 Buffet meals for dinner for 500 pax for the PMS Christmas program to be held on 15 December 2017, 3:00 p.m. onwards, consisting of at least the following foods:
 - a. beef or pork dish
 - b. seafood or chicken dish
 - c. vegetables dish
 - d. pasta
 - e. soup
 - f. dessert
 - g. rice
 - h. juice or softdrinks
 - i. drinking water
2. Buffet tables set-up and tables for beverages, with complete set of dinnerware, flatware, glassware and all necessary dining materials good for 500 pax with reasonable allowance.
3. The caterer shall provide the PMS with chairs and guest dining tables with table cloth and linen for 500 pax free of charge.
4. The caterer shall provide service staff with their proper uniform.
5. The caterer shall allow the PMS to use its venue at no cost to the PMS.

6. The provider shall also allow the PMS to bring in foods (e.g. nuts, fruits, etc.), free of charge.

II. OTHER TERMS AND CONDITIONS

1. The prospective bidders shall hold food tasting for 10 pax at the venue preferred by the PMS, free of charge.
2. All other incidental expenses in the performance of this agreement/package shall be covered by the provider unless previously agreed to by the PMS Christmas Celebration Task Force.
3. Payment shall be made upon caterer's issuance of statement of account subject to applicable taxes.
4. All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation.

II. GENERAL CONDITIONS:

1. All quotations must be typewritten in the company's letterhead.
2. PhilGEPS Registration Certificate, Mayor's or Business Permit, Income or Business Tax Return and Omnibus Sworn Statement shall be attached before issuance of Notice of Award.
3. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Atty. Julius P. Alegrado at telephone number 734-2098. The Quotation may be submitted through e-mail at pmsbacsec@gmail.com or delivered to the address below:

Bids and Awards Committee Secretariat
9th Floor, AAP Tower, 683 Aurora Blvd.
Barangay Mariana Quezon City

The PMS reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

The PMS assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.


Atty. JOSÉ WILFRIDO S. OCA, CESO II
Assistant Secretary and Chairman,
PMS-Bids and Awards Committee