

REQUEST FOR QUOTATION
PROCUREMENT OF CATERING SERVICES PROVIDER

The MWSS Corporate Office through its Bids and Awards Committee (BAC) invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) at One Hundred Thousand Pesos (P100,000) including government taxes and other related charges for the Procurement of Catering Services Provider for the event entitled: "Recognition and Pledges of Stakeholders for the Annual Million Trees Challenge" as part of the continuous celebration of MWSS 140th Anniversary, described below:


Brief Description	Procurement of Catering Services Provider
Mode of Procurement	Small Value Procurement in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act 9184 (R-IRR of RA 9184)
Technical Specifications	
Number of Attendees	200 PAX
Venue	MWSS Multi-Purpose Hall
TIME	4:30 TO 6:00 PM
Cocktails	<ul style="list-style-type: none"> • Nachos with Cheese and Ground Meat • Finger Foods – chicken, ham, cheese, pork, tuna tart • Sandwiches – clubhouse, mini-burger, French bread w/chicken • Drinks - 3 different juices / punch and coffee/tea • Dessert Bar • Pasta Bar
Set-Up	<ul style="list-style-type: none"> • Motif is white, blue and silver • 20 round tables of 10 pax/table for the guests with floor-length linen and centerpiece/floral arrangement • Buffet Table with centerpiece/floral arrangement • Chairs with cover and accent/ribbon • Complete catering equipment and utensils, glassware and dinnerware • Purified drinking water and ice for drinks • Additional ice in three (3) 55-liter cooler boxes • Chafing dish and chopper for lechon

1. All particulars relative to this procurement shall be conducted in accordance with the Revised IRR of RA 9184.
2. The price quotation shall be inclusive of all taxes to be paid by the MWSS if the contract is awarded.
3. Quotations must be delivered on or before 1:00 PM on 13 July 2018 to the address below:

ATTY. MARRIANNE G. REGINALDO
Chairman, BAC Secretariat

4th Floor, Administration Building, MWSS Complex
489 Katipunan Avenue, Balara, Quezon City

4. The proposal shall be duly signed by the authorized representative and shall contain the following documents:
 - a. Mayor's/Business Permit
 - b. PhilGEPS Registration Number
 - c. Omnibus Sworn Statement
5. The delivery period shall be on 23 July 2018 at MWSS Multi-Purpose Hall.
6. MWSS-CO reserves the right to accept or reject any quotation; to annul the bidding process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders; to waive any minor defects or infirmities therein; and to accept such quotation as may be considered advantageous to the government.


ATTY. MARRIANNE G. REGINALDO
Chairman, BAC Secretariat

PRICE QUOTATION FORM

DATE: _____

ATTY. MARRIANNE G. REGINALDO

Chairman, BAC Secretariat

Office of the Administrator

4th Floor, Administration Building, MWSS Complex

489 Katipunan Avenue, Balara, Quezon City

Dear Atty. Reginaldo:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the items as follows:

DESCRIPTION	SPECIFICATIONS	QTY	UNIT PRICE	TOTAL PRICE

Amount in Words: _____ (Php _____)

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Authorized Representative
Name and Signature

Name of Company

Contact No.

Omnibus Sworn Statement

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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;
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: I am not related to the Head of the Procuring Entity, 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, 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, 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;

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and

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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Bidder's Representative/Authorized Signatory]

[JURAT]