

REQUEST FOR QUOTATION (RFQ)

The Bangsamoro Attorney General's Office (BAGO), through its Bids and Awards Committee (BAC), will undertake Negotiated Procurement under Section 53.9 (Small Value Procurement) for the "Procurement of Lease of Venue and Catering Services for the Interview Phase (2nd Batch) of the Recruitment Process in the BAGO" in Cotabato City. Details of the project is as follows:

Name of Project	Procurement of Lease of Venue and Catering Services for the Interview Phase (2 nd Batch) of the Recruitment Process in the BAGO
Location	Cotabato City
Brief Description	Lease of Venue and Catering Services for the Interview Phase (2 nd Batch) of the Recruitment Process in the BAGO
Quantity	stated in the bid form
Approved Budget for the Contract (ABC)	Php80,000.00
Contract Duration	November 16, 2020 to November 20, 2020 (5 Days)

Please quote your lowest price inclusive of VAT on the item/s listed below and submit the sealed quotation not later than 03:00 P.M. on November 13, 2020 to be opened on the same day at 3:30 P.M., subject to the Terms and Conditions attached herewith. Submit your quotation duly signed by your representative to the Administrative and Finance Division, BAGO, 2nd Floor, Office of the Chief Minister, Bangsamoro Government Center, Cotabato City. Address your quotation to Bids and Awards Committee, Attn: BAC Secretariat. Interested Bidders may obtain further information from the BAC Secretariat at Tel. No. (064) 552-1053.

Terms and Conditions:

- 1 All entries must be **typewritten/printed legibly**. Any alterations, erasures or overwriting shall be signed or initialed by the person authorized to sign the quotation. Failure to use this form will result to disqualification of your bid.
- 2 Late submission of quotation shall not be accepted.
- 3 Bids exceeding the ABC shall be disqualified.
- 4 Terms of payment shall be made through check payable to the supplier.
- 5 Please submit, together with your quotation, the photocopy of your PhilGeps Registration, DTI/SEC registration, Mayor's and/or business permit, current ITR, and Omnibus Sworn Statement.
- 6 Award of contract shall be made to the lowest quotation, and complies with specifications and other terms and conditions as stated in the RFQ.
- 7 The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- 8 The PSA reserves the right to reject any of all bid proposals, or declare the bidding a failure, or not award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.
- 9 No partial quotation/delivery.

BID FORM

Item No.	Item Description and Specification/s	Unit	Qty.	ABC (Unit Price)	ABC (Total Price)	Bid (Unit Price)	Total Bid Amount (VAT Inclusive)
	<p>Lease of Venue and Catering Services for the Interview Phase (2nd Batch) of the Recruitment Process in the BAGO</p> <p>November 16, 2020 to November 20, 2020 (5 days)</p> <p>AM Snacks Lunch (Buffet) PM Snacks</p> <p>Other requirements:</p> <p>(a) Provision of tables and chairs for the interviewing panel, applicants, with waiting area and buffet table.</p> <p>(b) Buffet Lunch includes: 1 Soup, 1 Appetizer/Side Dish, 2-3 Main Dish, 1 Dessert/Fruits, Soda/Canned Juice and Rice</p> <p>(c) Free flowing coffee/tea and drinking water.</p> <p>(d) Provision of disposable utensils (plate, spoon, fork, cup)</p>						
		pax	40	75.00	15,000.00		
		pax	40	250.00	50,000.00		
		pax	40	75.00	15,000.00		
	TOTAL				80,000.00		

<p>_____</p> <p align="center">Printed Name/Signature/Position</p> <p>_____</p> <p align="center">Name of Company</p> <p>_____</p> <p align="center">Address</p>	<p>Date: _____</p> <p>Tel. No.: _____</p> <p>Fax No: _____</p> <p>_____</p> <p>Email Address: _____</p>
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Procurement of Lease of Venue and Catering
Services for Interview Phase (2nd Batch) in
BAGO

TERM OF REFERENCE AND OTHER REQUIREMENTS:

It must be a managed buffet for all the meal requirements. Meals should include **Lunch, and AM / PM Snacks** based on ABC, if applicable or required, for the whole duration of the activities:

1. Meal Inclusions:

- Flowing coffee, hot chocolate and/or tea at the venue for the entire duration of the interview schedules. Water and coffee station/s with disposable paper cups for BAGO staff and applicants.
 - Lunch inclusive of steamed rice, main course with at least three (3) viands, soup, salad or dessert and one (1) round of cold drinks/bottled water
 - AM/PM snacks inclusive of at least a combination of pasta or noodles, sandwich or bread with sweets (pastries, cookies, etc.) and one (1) round of cold drinks/bottled water
 - Bidder shall submit list of food menu together with technical and financial documents (RFQ).
 - Provision of tables and chairs, waiting area, and buffet table.
2. The Service Provider shall guarantee the provision of at least two (2) qualified, trained, courteous and capable personnel who observe proper hygiene and shall be required to wear clean and appropriate uniform and Personal Protective Equipment (PPE).
 3. Proper sanitation in accordance with law (under “Food Establishment” as stipulated in Presidential Decree No. 856) shall be observed at all times. The Provider shall guarantee that food is prepared in accordance with sanitation law and shall maintain safe and clean food, equipment and other facilities in the surrounding areas of the activity.
 4. Safety. The Provider shall ensure that safety and minimum precautionary measures are observed, monitored and provided at all times.
 5. Waste Management. The Provider shall manage wet and dry garbage properly and also place covered garbage disposal bins around the venue. Hauling, transport and disposal of used utensils, plastic plates, plastic bottles and other waste materials shall be the Provider’s responsibility.
 6. Right to Inspect. The BAGO, together with designated personnel of the BAC, shall have the right to inspect if the services required are being provided in order to monitor compliance with the agreement.
 7. Reparation. Any damage to any of the facilities and equipment of the venue, directly or indirectly, caused by the external provider’s personnel shall be charged to the account of the Provider.
 8. Grounds. In the event of, but not limited to, any acts of God, terrorist attack, fire, flood, civil commotion, Covid-19 Pandemic and any other cause or causes beyond reasonable control, the BAGO shall have the right, power and privilege to terminate the agreement for any cause whatsoever without need of judicial action and the Provider hereby agrees to abide by the decision of the PSA.
 9. This shall form an integral part of the Request for Quotation (RFQ) Form under the contract for the procurement of lease of venue and catering services for the Interview Phase (2nd Batch) of the Recruitment process in the BAGO.