



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**REGIONAL OFFICE VI**  
Fort San Pedro, Iloilo City



**BAGONG PILIPINAS**

**NOTICE OF ALTERNATIVE METHOD OF  
PROCUREMENT**

Notice is given that the DPWH Regional Office VI will conduct an **Alternative Method of Procurement** thru **Negotiated Procurement – Small Value Procurement** in accordance with Section 53.9 of the Revised Implementing Rules and Regulation of RA 9184.

- Purchase Request No. 2024-05-052 dated May 02, 2024
- Description: **Procurement of Catering Services for use in the conduct of Training/Seminar on the National Government-Owned Buildings Information Application (NGOBIA) Database Management on July 15-19, 2024 at the DPWH Regional Office VI, Iloilo City**
- Location: DPWH, Regional Office VI, Iloilo City
- Approved Budget for the Contract (ABC): Php 177,000.00
- Delivery Period: As scheduled

The Deadline for submission of the accomplished application forms will be on **May 21, 2024** and shall be opened at 10:00 A.M. on the same date. Quotations submitted thru mail/fax will not be accepted.

Any requests for additional information concerning this bidding shall be directed to the following:

**SEVERO A. RUIZ**

Head, Procurement Unit  
[ruiz.severo@dpwh.gov.ph](mailto:ruiz.severo@dpwh.gov.ph)

**MARY GRACE B. BULAQUINA-HACHUELA, CES E**

BAC Chairperson

Website: [www.dpwh.gov.ph](http://www.dpwh.gov.ph)  
Tel. No.: (033) 339-72-00



## Regional Office VI, Iloilo City

Government-Owned Buildings Information Application (NGOBIA) Database Management on .  
15-19, 2024 at the DPWH Regional Office VI, Iloilo City

Revised 1/1/00

Date: May 02, 2024

Date: May 02, 2024  
Office/End-User: Ad

Office/End-User: Administrative Division

Office/End-User: Administrative Division

**TIN:**

quotation duly signed by your representative not later than **10:00 A.M. of May 21, 2024** the return envelope attached herewith, to the BAC Office, DPWH Regional Office VI, Iloilo City.

1. All entries must be typewritten or legibly written.
2. Delivery period is As scheduled upon receipt of the approved funded Purchase Order (P.O.). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three(3) months for supplies & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. First Envelope - Technical Documents composed of: G-EPs Registration Certificate, Mayor's/Business Permit, DTI (Sole Proprietor)/SEC (Corporation)/In-J, Tax Clearance, Income Tax Return (for ABC above 500k) and Omnibus Sworn Statement with Secretary Cert. for Corporation and SPA for sole proprietor shall be attached. Second Envelope - Financial Documents composed of Request for Quotation duly accomplished. (Sealed in separate envelope)
6. Bidders shall submit original brochures showing certifications of the product (if applicable).
7. Please indicate the brand for each item being offered.
8. The approved budget ceiling for this procurement is **P177,000.00**.

MARY GRACE B. BULQUINA-HACHUELA, CES E  
BAC Chairperson

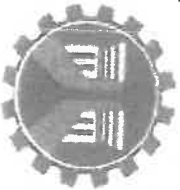
ITEM NO.	ITEMS & DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	AM & PM Snacks and Lunch for the participants, Resource Speakers and Training Staff in the conduct of Training/Seminar on the national Building Services and Management (NBSM) and National Government-Owned Buildings Information Application (NGOBIA) Database Management on July 15-19, 2024 at the DPWH Regional Office VI, Iloilo City  (59 pax x 5 days)	295	orders		
	* Please see attached Terms of Reference and Menu Specifications*				
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X				
	The awarding for this RFQ will be on the lump-sum basis. Prospective Suppliers must quote for all of the items. Otherwise they will be subjected for disqualification.				
	Total				

**Total**

**Warranty:**

**Price Validity:**

*After having carefully read and accepted your General Conditions, I/We quote you on the item(s) at the prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions specified by the DPWH.*



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**RAJONG PILIPINAS**

**PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF TRAINING ON  
NATIONAL BUILDING SERVICES AND MANAGEMENT (NBSM) AND NATIONAL  
GOVERNMENT-OWNED BUILDINGS INFORMATION APPLICATION  
FOR THE PERIOD JULY 15-19, 2024**

**TERMS OF REFERENCE**

**I. BACKGROUND**

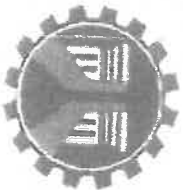
Building services play a vital role in contributing to the design of a building. Thus, the Department of Public Works and Highways (DPWH) through the Bureau of Maintenance (BOM) designed a training program to equip maintenance technical personnel with the essential skills and knowledge to proficiently manage the National Government-Owned Buildings with a set of information application database. This will also cover the guidelines and policies related to building services, inventory management, repair and maintenance, building insurance, demolition, and appraisal of National Government-Owned Buildings.

**II. SCOPE OF WORK**

Supply of catering and delivery services for Face-to-Face Training in the Conduct of the Training on National Building Services and Management (NBSM) and National Government-Owned Buildings Information Application (NGOBIA) Database Management for the period July 15-19, 2024.

**III. SUPPLIER'S QUALIFICATIONS**

- The Service Provider must have at least five (5) years of continuous experience in the catering business.
- The Service Provider must be PHILGEPS registered and can accommodate send-bill arrangement.
- The quality of food prepared must adhere to acceptable food industry standards and must be prepared in a clean and hygienic manner in accordance with all health and safety regulations.



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#### IV. TECHNICAL SPECIFICATIONS

1. Must comply with the following menu requirements:
  - ✓ Individual snacks and/or lunch set for required pax in buffet-style or packed meals as the need arises
  - ✓ Rice with three main course dishes (as per request stated in the menu) and one side dish
  - ✓ One dessert
  - ✓ Juice/Soda/Coffee/Bottled water
  - ✓ Sandwiches/Soup
2. Ensure the quality of food and drinks to be served.
3. Guarantee that all meal sets are delivered at least one hour before meal or snack time.
4. The supplier shall install free-flowing coffee maker and hot/cold water dispenser during the training.
5. The caterer shall set up their utilities a day before the event.
6. The assigned servers shall be well groomed, wear clean and appropriate attire or must be in uniform for proper identity and equipped with sanitary gears.
7. The caterer shall be notified of any cancellation/postponement/rescheduling of the training at least two (2) days before the scheduled activity.
8. Request for Halal Food for Muslim/other religion should be allowed/granted.
9. Contract duration shall commence immediately upon receipt of the approved Notice to Proceed until July 19, 2024 or until the contract is depleted.

#### V. SCHEDULE OF REQUIREMENTS

The Supplier shall abide by any changes in the schedule to be conveyed promptly by the End-User.

#### VI. TERMS OF PAYMENT

1. Payment should be based on the actual food delivered at the end of the contract.
2. All payments shall be inclusive of Value-Added Tax (VAT) and other lawful charges.
3. Payment will go through processing and will depend upon the submission of complete supporting documents by the Supplier subject to the usual accounting and auditing rules and regulations.



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**BAGONG PILIPINAS**

## **VII. PENALTY CLAUSE**

If food items were found to be inferior or to have posed hazards, such as food poisoning or spoilage, the End-User reserves the right to withhold payment and/or file a complaint against the catering services provider.

Prepared by:

  
**SHARON A. TACAPAN**  
Administrative Officer V

Checked by:

  
**ANN M. GACIAS**  
Chief, Administrative Division

APPROVED:

  
**SAMMY BOY O. OROPEL, CES E**  
Regional Director

4

### AM/PM SNACKS AND LUNCH

SET	AM SNACKS	LUNCH	PM SNACKS
A	Pancit Molo with Egg and Pandesal (No shrimp) Bottled Juice	Ox Tongue with Mushroom Sauce Chicken with Assorted Vegetables Grilled Tangigue Bird's Nest Soup with Quail Eggs Buko Lychee Rice Soft drinks	Hawaiian Sandwich Bottled Juice
B	Chicken Sandwich Bottled Juice	Native Chicken Binakol Chinese Beef Steak Fish with Chili Mango Sauce Waldorf Salad Ube Macapuno Slice Rice Soft drinks	Banana Bread Calamansi Juice
C	Puto Cheese and Fresh Lumpia Bottled Juice	Pork Ribs with Smokey Pineapple Sauce Chicken Lemon and Garlic Hototay Beef with Mushroom Mango Float Rice Soft drinks	Chicken Sotanghon Guisado Bottled Juice
D	Creamy Chicken Macaroni Soup Cucumber Juice	Beef Teriyaki Breaded Pork Native Chicken Tinola Grilled Bangus Macaroni Fruit Salad Rice Soft drinks	Cheese Muffin Bottled Juice
E	Chicken Sotanghon Soup Iced Tea	Beef Linaga Baked Chicken with Honey Buttered Vegetables Beef Embutido Mango Cheesecake Rice Soft drinks	Chicken Burger Bottled Juice
F	Tuna Casserole with Toast Bottled Juice	Pork Pochoero Native Beef Steak Chicken Hamonado Stuffed fish fillet with white sauce Tapioca Delight Rice Soft drinks	Ube Roll Bottled Juice
G	Arroz Caldo with Egg and Pandesal Cucumber Juice	Chicken Binakol Pork Liempo Beef Stroganoff Waldorf Salad Bavarian Crème Rice	Tuna Sandwich Bottled Juice

AM/PM SNACKS AND LUNCH

SET	AM SNACKS	LUNCH	PM SNACKS
		Soft drinks	
	Chicken Lomi Soup with Pandesal Bottled Juice	Beef Kare kare Chicken Barn-i Pork Asado Fish Lumpia Fresh Fruit Salad Rice	Spaghetti with Toast (Beef Only) Iced Tea
H		Soft drinks	
	Chicken Sotanghon Soup with Pandesal Bottled Juice	Chicken Pochero Seafoods Creole Fish with tartar Hawaiian Beef Blueberry Cheese Cake Rice	Baked Macaroni Bottled Juice
I		Soft drinks	
	Tuna Fettuccini with Lechon Sauce Bottled Juice	Beef Kaldereta Stir Fried Chicken Vegetables Roast Chicken with Herbs Potato Salad Leche Flan Rice	Banana Bread Lemonade
J		Soft drinks	
	Carbonara with Chicken Lollipop Bottled Juice	Beef Nilaga ala Bulalo Stir Fried Mixed Vegetables with Seafoods Lumpia Shanghai Chicken Pillow Buko Lychee Rice	Chicken Siopao Calamansi Juice
K		Soft drinks	
	Lumpia Ubod Bottled Juice	Beef Curry Chicken Roulade Grilled Fish Waldorf Salad Brownies Rice	Chicken Hotdog In a Bun Blue Lemonade
L		Soft drinks	
	Chicken Ala King Bottled Juice	Hamonadong Liempo Chicken with Assorted Vegetables Sotanghon Gulsado Southern Style Beef Kaldereta Mocha Praline Rice	Hawaiian Sandwich Bottled Juice
M		Soft drinks	
	Pancit Molo with Egg and Pandesal (No shrimp) Bottled Juice	Karne Frita with Onion Rings Grilled Pork Belly Bangus Relleno Chicken Hamonado Macaroni Fruit Salad	Banana Loaf Calamansi Juice
N			

AM/PM SNACKS AND LUNCH

SET	AM SNACKS	LUNCH	PM SNACKS
		Rice Soft drinks	
	Pimiento Sadwich (Loaf) Bottled Juice	Beef with black pepper Sauce Buttered Chicken Seafood Chowder Pad Thai Mango Float Rice Soft drinks	Banana Muffins Bottled Juice
O			
P	Puto Pao (2 pcs) Fresh Lumpia Bottled Juice	Chicken Curry Sweet and Sour Meatballs Beef Steak Fish Lumpia Chicken Macaroni Supreme Rice Soft drinks	Sotanghon Pandesal Bottled Juice
Q	Chicken Sotanghon Soup Bottled Juice	Manchurian Beef Pork with Orange Marmalade Chicken Ala Max Potato Salad Crème Brulee Rice Soft drinks	Hawaiian Burger Bottled Juice
R	Club House Sandwich Bottled Juice	Southern Style Beef Caldereta Wings with Chili Sauce Crab Meat Guisado Mushroom Soup Buko Fruit Salad Rice Soft drinks	Chicken Lomi with Pandesal Bottled Juice
S	Tuna Casserole with Toast Bottled Juice	Pork Hamonado Native Beef Steak Chicken Pillow Grilled Fish Tapioca Delight Rice Soft drinks	Ube Roll Bottled Juice
T	Chicken Sandwich Bottled Juice	Chicken Kadios and Ubad Chinese Beef Steak Breaded Fish Fillet with Con Sauce Chopsuey Guisado Coffee Jelly Tiramisu Rice Soft drinks	Cheese Muffins Calamansi Juice
U	Arroz Caldo with Egg and Pandesal Cucumber Juice	Chicken Binakol Pork Liempo Beef Stroganoff Wild Pancit Window Cathedral	Tuna Sandwich Bottled Juice



AM/PM SNACKS AND LUNCH

SET	AM SNACKS	LUNCH	PM SNACKS
		Rice Soft drinks	