



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Manila



Name of Procuring Entity :	Request for Quotation (P.R. No.):	<b>2025-02-038-C</b>
Revised on:	<b>Date: February 28, 2025</b>	<b>ABC: Php183,000.00</b>
Standard Form/Title: <b>REQUEST FOR QUOTATION</b>		Office/End-User: <b>CWD &amp; GSD, PrS</b>
Mode of Procurement: <b>Small Value Procurement</b>		
COMPANY NAME :		PHILGEPS No.:
ADDRESS :		TCC No.:
TEL./FAX NUMBER :		TIN:

Please submit your quotation for the item(s) listed below, which may be submitted in person at Room 503, Bidding Room, Procurement Service, 5th Floor, DPWH Bldg., Bonifacio Drive, Port Area, Manila, or thru registered mail, facsimile or E-mail, not later than 9:00 A.M. of March 5, 2025.

Quotation may be submitted open or sealed and should be duly signed by the firm's owner or authorized representative subject to the terms and conditions, hereof.

**TERMS and CONDITIONS :**

1. All entries must be **typewritten or legibly written**.
2. Delivery period **as per 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 **(not applicable)**
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration Number and Mayor's Permit shall be attached upon submission of the quotation.  
DTI /SEC and Latest Tax Clearance shall be submitted before the award of Purchase Order (P.O.).
6. To establish financial capability, bidders may attach/include in its quotation a Committed Line of Credit (CLC) equivalent to 10% of the ABC, from a Commercial or Universal Bank.
7. For Small Value Procurement, when the ABC is above Php 500,000.00, Income and Business Tax Return shall be attached.
8. For Small Value Procurement when the is ABC above Php50,000.00, Omnibus Sworn statement shall be attached and submitted.
9. Bidders must quote for all of the items and shall submit a proposal on each item and evaluation and award of contract will be undertaken on a lump sum basis.
10. Any erasure, correction or alteration made by the bidders in any of the items shall render the bid non-complying, hence, a ground for disqualification.
11. The DPWH reserves the right to accept or reject any bid to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.
12. The brand and model for each item/s being offered must be indicated.
13. Bids may be submitted: (a) in-person at the Goods and Services Division, Procurement Service, or (2) through electronic mail addressed to: **bacg\_co@dpwh.gov.ph** ( documents must be scanned clearly in one (1) PDF file, including attachments, if any.)

**MEDMIR G. MALIG**

Assistant Secretary for Technical Services  
and Information Management Service  
Chairperson, BAC for Goods  
SO No.72, Series of 2024

Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>MEALS AND SNACKS (AM SNACKS, LUNCH, PM SNACKS)</b>				
1	<b>Lot A - 2025-02-038 (CWD, PrS)</b>				
1	SEMINAR ON THE 2016 REVISED IRR OF R.A. 9184	225	pax		
	Date: April 2,3 and 4, 2025				
	April 02, 2025 (75 Pax)				
	April 03, 2025 (75 Pax)				
	April 04, 2025 (75 Pax)				

2	<b>Lot B - 2025-02-042 (GSD, PrS)</b>				
	GSA Refresher Course	20	pax		
	Venue: Multi-Purpose Hall, Central Office				
	Date: April 7, 2025 (1 day x 20 pax)				
	PILOT TRAINING (GSA - Goods and Services Application)	60	pax		
	Venue: Multi-Purpose Hall, Central Office				
	Date: April 10, 2025 (1 day x 30 pax)				
	April 11, 2025 (1 day x 30 pax)				
	Note: Please see attached complete specifications				
	<b>TOTAL AMOUNT (Php)</b>				
	<b>Please specify total amount in words (Php)</b>				

Please specify brand names & model, if applicable.

- Brand Name & Model: \_\_\_\_\_
- Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

**After having carefully read and accepted your general conditions, I / We quote you on the item(s) at 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 DPWH.**

Tel. Nos. 5304-3530 / 5304-3188 / 5304-3208  
Email Address: alibin.mikko\_paulo@dpwh.gov.ph

\_\_\_\_\_  
*Signature Over Printed Name/Date*

\_\_\_\_\_  
*Tel. No./Cellphone No./E-mail Address*

12.1.3 DLF/MVSG

Website: <https://www.dpwh.gov.ph>  
Tel. No(s): 5304-3000 / (02) 165-02







Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
CENTRAL OFFICE  
Bonifacio Drive, Port Area, Manila

May 29, 2023

**MEMORANDUM**

**F O R** : Undersecretary ARDELIZA R. MEDENILLA, MNSA, CESO I  
Support Services

**SUBJECT** : Technical Specifications for Procurement of Food Catering Services

In order to ensure uniform/standard quality of goods and services to be procured by the Department, submitted are the proposed specifications and approved increase in the daily budget of Php600.00 per participant per day for procurement of Food Catering Services requiring the issuance of a certification from the Human Resource and Administrative Service through the Capacity Development Division:

1. Provide quality service at all times.
2. Maintain cleanliness and safety during preparation and serving of food.
3. Guarantee satisfaction among participants and other concerned parties.
4. There will be two (2) snacks (AM and PM) and lunch with beverage per meal. For lunch, the plate has one (1) cup of rice, two (2) servings of main dish (chicken, pork, beef or fish), one (1) serving of side dish/vegetables, soup, dessert and bottled beverage. For snacks, the plate should include one main snack (pasta, pastry, etc.) and one bottled juice/water/soft drinks.
5. Provide free-flowing hot chocolate drinks and brewed coffee with sugar, creamer and condiments throughout the training duration.
6. Provide refrigerator, steel cabinet, buffet tables and dining tables according to the number of participants, table skirting, tablecloth, food warmer, percolators for hot chocolate and brewed coffee, purified water with dispenser, bottled water for speakers, drinking glasses, plates, utensils and table napkins. Provide take out boxes/containers if needed.
7. Prepare nutritious and ethnically diverse meals in proper amount of serving.

**TYPE OF MEAT**

**PORTION SERVING (in grams)**

Pork with bones (ex. Lechon Kawali/spare ribs)	200-250
Pork without bones (ex. Asado/Adobo)	150-200
Beef with Bones (ex. Boiled/Potchero)	200-250

CERTIFIED TRUE COPY

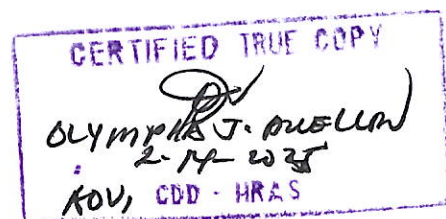
OLYMPIA G. ANGLAN  
2-14-2025  
ADU, CDD - HRAS

Chicken with Bones (ex. Chicken curry/Afritada)	250-300
Chicken without bones (ex. Chicken nuggets)	150-200
Seafood with bones (ex. Steamed Lapu-Lapu)	250-300
Seafood without Bones	150-200

8. Provide separate meals and snacks for non-pork eaters, in case of religious or dietary restrictions, as requested.
9. Serve warm food as needed. No cooking is allowed inside the training venue, re-heating only.
10. Maintain personal hygiene (well-groomed food handlers with hairnets, plastic clear mouth covers, clean uniforms, well-manicured nails without polish, and polished black shoes). Staff should be fully vaccinated.
11. Show proper manner, skills and attentiveness in food serving.
12. Ensure that a Supervisor is available to oversee the proper handling and serving of food as well as handling of the kitchen area.
13. Maintain cleanliness of the pantry and food service areas at all times.
14. Provide garbage bags; dispose waste properly.
15. Observe punctuality in food delivery. Meals and snacks must be ready for serving 30 minutes before the scheduled time for meals. Please refer to delivery and meal schedule specified below. For late delivery of the meals (15 minutes and beyond the start of the scheduled break), fifteen percent (15%) of the total price of meals for that training course will be deducted.

Meal Schedule	Delivery Time	Should be Ready for Serving By:
AM Snack (8:30 AM)	6:00 AM	8:00 AM
Lunch (11:00 AM)	9:30 AM	10:30 AM
PM Snack (2:00 PM)	12:30 PM	1:30 PM

16. Clean the kitchen and food service area after the training.
17. Must have an appropriate service van to hygienically transport meals from the Caterer's kitchen to the training venue. There should be also company name and logo on the body of the vehicle.
18. Plated meals to be served and covered in food wrappers. Meals should be individually packed (sustainable packaging). In order to reduce and minimize the solid waste most especially this trying time of COVID-19 pandemic per approved Resolution No.1363, Series of 2020, "Banning the Use of Unnecessary Single Use Plastics" by the National Government Agencies (NGAs). Local Government Units (LGUs), and all other Government Controlled Offices, the following materials are considered as unnecessary single use-plastic:
  - a. Plastic cups (lower than 0.2 mm in thickness);
  - b. Plastic Drinking straws;
  - c. Plastic coffee stirrers;
  - d. Plastic spoons;





- e. Plastic forks;
  - f. Plastic knives;
  - g. Plastic labo and thin-filmed sando bags (lower than 15 microns). This shall also apply for buffet dining at the training venue.
- 19. Provision of list of menu.
  - 20. Catering Service Provider shall be liable in case of death and injuries caused by improper food handling. It is limited only to the victims who are participants, resource persons, training administrators and other support staff. All medical expenses arising from that sickness will be borne by the Caterer.
  - 21. Quantity of orders may be modified upon due notice to the Second Party one day before the actual training depending on the number of participants.
  - 22. In case of suspension of government work announced the night before until 5:00 AM on the day of the training, orders for that day are automatically cancelled.

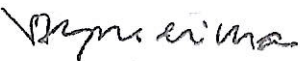
*"Maximum Training Budget per participant per day is P600.00 per approved Memorandum dated April 18, 2022 by the Secretary".*

For the Undersecretary's review and approval.

Prepared by:

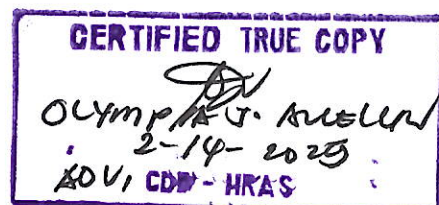
  
**MICHAEL S. VILLAFRANCA, CESO III**  
Director IV  
Human Resource and Administrative Service

Approved:

  
**ARDELIZA R. MEDENILLA, MNSA, CESO I**  
Undersecretary for Support Services

Encl : Approved Increase in the Daily Budget for Training Meals and Snacks 2022

10.1.2 OJA/GME/RPE



## 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, 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; 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]*