



December 8, 2023

REQUEST FOR QUOTATION
No.: 2023-HR(003)-NPSVP-0045

**Procurement of Food Packs for the CIC Family Day and Food Catering Services
for the Year-End Party Celebration**
(Negotiated Procurement – Small Value Procurement)

Sir/Madam:

The Credit Information Corporation through **Finance and Administration Group** invites you to submit your quotation / offer for the item/s described below using the **Price Proposal Form (see Annex "A")** subject to the terms and conditions stated in the RFQ and Terms of Reference (**see Annex "B"**).

LOT	Particulars	QTY	UOM	Unit Cost (in PhP)	Approved Budget for the Contract (ABC in PhP)
1	Packed Lunch with Bottled Drinks for CIC Family Day Celebration * Packed Lunch must be ready and served/delivered to CIC Executive Office between 10:30 to 11:00 AM * Delivery Schedule: December 14, 2023	200	pax	300.00	60,000.00
2	Managed Buffet Dinner with Free Flowing Coffee * Tables and Chairs and free flowing coffee set-up must be ready on or before 2:00 PM; * Delivery Schedule: December 14, 2023	200	pax	500.00	100,000.00
TOTAL ABC in PhP (Inclusive of VAT)					160,000.00

Bidders may bid on either or both lots. Bids received in excess of the ABC for each lot shall be automatically rejected at the opening of quotations.

Delivery Schedule: December 14, 2023
Delivery Site: 4F, Exchange Corner Bldg., 107 VA Rufino St. cor. Esteban St.,
Legaspi Village, Makati City

Submit your proposal, together with the following documents, duly signed by you or your duly authorized representative, not later than **December 11, 2023, 9:00 A.M.**

1. **PhilGEPS Certificate/Number;**
2. **Mayor's/Business Permit for the current year;**
3. **Notarized Omnibus Sworn Statement (Annex C);** and
4. For Authorized Representatives: **SPA (Sole Proprietorship/Partnership), Secretary's Certificate or Board Resolution (Corporation)**

Note: PhilGEPS Platinum Registration Certificate may be submitted in lieu of PhilGEPS Number, and Mayor's/Business Permit for the current year

Only one (1) set of documents certified to be true copies of the original shall be required.

Proposals and other documents required shall be sent electronically to procurementunit@creditinfo.gov.ph. Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Upon determination of your technical, legal and financial eligibility, the Administration Unit of the CIC shall undertake negotiation with your company based on the Technical Specifications for this project.


PHOEBE ANN R. WAGAN
Administrative Services Officer V

PRICE PROPOSAL FORM

Date: _____

Administrative Office
Credit Information Corporation
6F, Exchange Corner Bldg., 107 VA Rufino St.
cor. Esteban St., Legaspi Village, Makati City

Sir/Madam:

Having examined the Request for Quotation No. 2023-HR(003)-NPSVP-0045, which includes the technical specifications, the receipt of which is hereby duly acknowledged, the undersigned, offer to, in conformity with the said Request for Quotation for the sums stated hereunder:

**Procurement of Food Packs for the CIC Family Day and Food Catering Services
for the Year-End Party Celebration**

LOT	Particulars	QTY	UOM	Unit Cost (in PhP)	Bid Price in PhP (Inclusive of VAT)
1	Packed Lunch with Bottled Drinks for CIC Family Day Celebration * Packed Lunch must be ready and served/delivered to CIC Executive Office between 10:30 to 11:00 AM * Delivery Schedule: December 14, 2023	200	pax		
2	Managed Buffet Dinner with Free Flowing Coffee * Tables and Chairs and free flowing coffee set-up must be ready on or before 2:00 PM; * Delivery Schedule: December 14, 2023	200	pax		
TOTAL BID PRICE in PhP (Inclusive of VAT)					

TOTAL BID PRICE IN WORDS:

We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule.

Our quotation includes all taxes, duties and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document.

We understand that the CIC Technical Working Group may require from us the submission of documents that will prove our legal, financial and technical capability to undertake this project.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and the Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Dated this _____.

Signature of Authorized Representative

Printed Name of Authorized Representative

Capacity

Duly authorized to sign Proposal for and on behalf of: _____

COMPLIANCE FORM
RFQ No.: 2023-HR(003)-NPSVP-0045

**Procurement of Food Packs for the CIC Family Day and Food Catering Services
for the Year-End Party Celebration**

LOT	Particulars	QTY	UOM	Statement of Compliance	Unit Cost (in PhP)	Bid Price in PhP (Inclusive of VAT)
1	<p>Packed Lunch with Bottled Drinks for CIC Family Day Celebration</p> <ul style="list-style-type: none">* Packed Lunch must be ready and served/delivered to CIC Executive Office between 10:30 to 11:00 AM* Delivery Schedule: December 14, 2023* 1 Steamed Rice* 1 Choice of Salad or Vegetable Dish* Atleast 2 viands (meat and fish/seafood)* 1 Dessert* 1 bottled drinks (water/fruit juice/iced tea)* Other Requirements:<ul style="list-style-type: none">* Appropriate utensils must be provided* Special meal considerations on the dietary requirement of participants shall be observed; and* Menu proposals will be evaluated by the HRU vis-à-vis the Technical Specifications	200	pax	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		
2	<p>Managed Buffet Dinner with Free Flowing Coffee</p> <ul style="list-style-type: none">* Tables and Chairs and free flowing coffee set-up must be ready on or before 2:00 PM;* Delivery Schedule: December 14, 2023* Inclusive of tables and chairs set-up* Complete buffet dinner package with the following:<ul style="list-style-type: none">* Appetizer	200	pax	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply		

<ul style="list-style-type: none"> * Steamed Rice * Soup * Pasta * Courses: Beef, Chicken, Fish and Vegetables * Desert * Refillable juice or drinks * Purified drinking water and ice cubes for beverage and drinks * Proposed menu shall be submitted for approval of HRU * Free flowing brewed coffee with sugar and creamer, with provision of water station throughout the event * Buffet tables with elegant centerpiece arrangement, skirting and lights * Round tables, floor length tablecloth and linen overlay topping for guests; * Regular dressed-up chairs for guests; * Complete dining set- silver, glass and flat wares * With services of trained and uniformed waiters and buffet attendants 					
TOTAL BID PRICE in PhP (Inclusive of VAT)					

1. **Schedule of Delivery:** December 14, 2023

2. Terms of Payment

Payment shall be made on the following:

1. Payment shall be made on a one-time basis subject to submission of the billing statement and other supporting documents by the Supplier, subject to the issuance of Certificate of Satisfactory Service by CIC.
2. The start of billing shall be based on the date of issuance of "Certificate of Completion/Acceptance".

STATEMENT OF COMPLIANCE

Dated this _____.

Signature of Authorized Representative

Printed Name of Authorized Representative

Capacity

Duly authorized to sign Compliance for and on behalf of: _____

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 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;
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 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]*.
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; and
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.

11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the CIC BAC and CIC notices may be transmitted.

Telephone No/s.: _____

Fax No/s.: _____

E-mail Add/s.: _____

It is understood that notices/s transmitted in the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ___day of _____, 2023 at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Doc. No.
Page No.
Book No.
Series of _____.

Note:

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate

of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by CIC.