



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
FERTILIZER AND PESTICIDE AUTHORITY

FPA Bldg., BAI Compound, Visayas Ave., Diliman, Quezon City P.O. Box 2582
Tel. Nos. 920-8173*920-8573*922-3368*441-1601
E-mail add: fpacentral77@gmail.com Website: <http://fpa.da.gov.ph>

September 2, 2016

Solicitation No.: RFQ-2016-09-001

REQUEST FOR QUOTATION

The Fertilizer and Pesticide Authority, through its Bids and Awards Committee (BAC), invites interested parties for the:

Catering Services for the FPA Orientation on ISO 9001 Quality Management System and FPA Approved Merit Selection Plan

Approved Budget for the Contract: Php 202,800.00

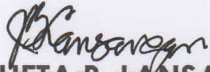
Date: September 21-22, 2016

Details: Food for 54 persons during breakfast and dinner for 2 days
Food for 116 persons during AM and PM snack and lunch for 2 days
Free flowing hot coffee, hot tea and water

Terms and Conditions:

1. Quotations received in excess of the ABC shall be automatically rejected during its Opening
2. Quoted prices shall have a validity period of **thirty (30) days** from the date of the submission of quotation.
3. Suppliers must submit a **duly accomplished and signed Price Quotation** to the FPA-BAC
4. All quotations must be submitted to the FPA-BAC Secretariat through **Ms. Jane G. Apostol**. Deadline of submission of quotations is on **September 12, 2016, 5:00 pm**.
5. All quoted items must be VAT inclusive.
6. Interested suppliers may obtain further information from the BAC Secretariat at the above address or at **441-1601** during office hours (8:00 am - 5:00 pm) or through e-mail at fpa_bac@yahoo.com.ph.
7. Suppliers must preferably have a Landbank Account relative to the adoption of checkless payment or Direct Payment Scheme. In case other commercial bank account will be used, it will be subjected to the corresponding charges debited from payment transaction

8. FPA-BAC reserves the right to accept or reject any quotation, annul the procurement process and reject all quotations at any time prior to the Award of Purchase Order without hereby incurring any liability to the affected suppliers.



JULIETA B. LANSANGAN

Chair, Bids and Awards Committee



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FPA BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BULLETIN No. 1

**CATERING SERVICES FOR THE FPA ORIENTATION ON ISO 9001 QUALITY
MANAGEMENT SYSTEM AND FPA APPROVED MERIT SELECTION PLAN**

The herein Supplemental Bulletin No. 1 is issued to inform all prospective caterers for the ***Catering Services for the FPA Orientation on ISO 9001 Quality Management System and FPA Approved Merit Selection Plan*** that the terms of reference for the said procurement were as follows:

1. The caterer shall:
 - a. have proven capability and track record in the banquet industry for the last five (5) years. It must have the capability, resources and experience in catering to at least 118 participants;
 - b. have PhilGEPS registration;
 - c. have at least one (1) coordinator assigned as person-in-charge during the event; and
 - d. conduct food taste session to at least five (5) persons.
2. During the event, the caterer shall:
 - a. ingress at least three (3) hours before the program;
 - b. ensure the quality of food and drinks prior to actual serving;
 - c. set-up the buffet requirements for two (2) days as follows:
 - c.1 Breakfast and dinner of **54** participants and
 - c.2. AM and PM Snack and Lunch for **118** participants;
 - d. manage the buffet station, and
 - e. egress.
3. The meals (for **September 21-22, 2016**) shall at least consist of the following:
 - a. Breakfast
 - main course two (2) variants of meat (pork/ chicken/ beef), one (1) variant of fish/ seafood, and one (1) variant of vegetables
 - fried rice
 - desserts and/or fruits

- one (1) round of drink (iced tea/ juice)
- b. AM Snack with drink
- c. Lunch
 - soup
 - main course three (3) variants of meat (pork/ chicken/ beef), one (1) variant of vegetables/ pasta/ salad, and one (1) variant of fish/ seafood
 - steamed rice
 - desserts/ fruits
 - one (1) round of drink (iced tea/ juice/ softdrinks)
- d. PM Snack with drink
- e. Dinner
 - soup
 - main course three (3) variants of meat (pork/ chicken/ beef), one (1) variant of vegetables/ pasta/ salad, and one (1) variant of fish/ seafood
 - steamed rice
 - desserts/ fruits
 - one (1) round of drink (iced tea/ juice/ softdrinks)
- f. free flowing hot coffee and/or tea

Furthermore, to encourage more caterers to participate in this procurement, the deadline for submission of quotations is extended until **September 13, 2016, 5:00 pm.**

Supplemental Bulletin No. 1 is hereby issued and adopted as an amendment and made an integral part of the Request for Quotation pursuant to Solicitation No. RFQ-2016-09-001

Issued this 5th day of September, 2016 at the Quezon City, Philippines.


JULIETA B. LANSANGAN
Chair, Bids and Awards Committee