



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

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May 8, 2017

Solicitation No.: **RFQ-2017-05-001**

REQUEST FOR QUOTATION

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

**Complete Catering Services for the FPA Special Functions and Orientation/Reorientation Seminar of FPA Employees on
May 29 – June 2, 2017**

Approved Budget for the Contract: PhP 633,150.00

Lot Description	No. of Pax	ABC (PhP)
Lot I – Catering Services for the FPA Special Functions May 29, 2017 Meals: Buffet Lunch (3 main courses, vegetable, rice, drinks and dessert)	175	230,650.00
May 30, 2017 Meals: Buffet Lunch (3 main courses, vegetable, rice, drinks and dessert)	320	
Plated Dinner (3 main courses, vegetable, rice, drinks and dessert)	300	
Lot II – Catering Services for the Orientation/ Reorientation Seminar May 31, 2017 Meals: Buffet Lunch (3 main courses, vegetable, rice, drinks and dessert)	161	402,500.00
PM Snacks	161	
Buffet Dinner (3 main courses, vegetable, rice, drinks and dessert)	161	
June 1-2, 2017 Meals: Breakfast	161	
AM and PM Snacks	161	
Buffet Lunch (3 main courses, vegetable, rice, drinks and dessert)	161	
Buffet Dinner (3 main courses, vegetable, rice, drinks and dessert)	161	

Inclusions:

- Choices of menu that are within the quoted price
- Free flowing hot brewed coffee and water
- Ingress and egress
- Buffet table with complete set-up and menu tags
- Round/ rectangular tables with cloth cover and centerpiece
- Monoblock chairs with seat cover
- Use of catering equipment, plates, utensils etc.
- Uniformed waiters/ waitresses with one assigned coordinator (one (1) waiter/ waitress per thirty (30) guests)
- Food taste session to at least five (5) persons

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. All quotations must be submitted to the FPA-BAC Secretariat, through **Mr. Angelo S. Bugarin or Ms. Alma C. Escasura**. Deadline of submission of quotations is on **May 16, 2017, 5:00 pm**.
4. Suppliers must submit the copy of their **PhilGEPS Registration Certificate, Mayor's Permit, Annual Business Tax Return and Omnibus Sworn Statement** to the FPA-BAC together with their quotation.
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 **920-8573** and **920-8447** during office hours (8:00 am – 5:00 pm) or through e-mail at fpa.bac@gmail.com.
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.


ATTY. FRANCIS ROMULO I. BADILLA, JR.
Chairperson, Bids and Awards Committee