

REQUEST FOR QUOTATION

RFQ No. 2025-006

**SMALL VALUE  
PROCUREMENT  
January 22, 2025**

Date:

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No.: \_\_\_\_\_  
Company TIN: \_\_\_\_\_

Sir/Madam:

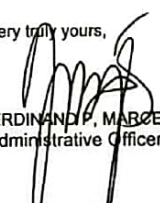
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

for Small Value Procurement, Please submit together with your bid quotation, your valid Mayor's/Business Permit, your BIR 2303 or Certificate of Registration, Income Tax Return (for SVP with ABC above P500,000.00) Omnibus Sworn Statement (for SVP with ABC above P50,000.00) PhilGEPS Registration Number. The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

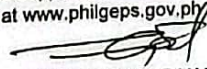
Please accomplish and submit this form together with Annex A and all the required documents to NACC-BAC Secretariat at 5th Floor #2 Chicago cor. Ermin Garcia Street, Barangay Pinagkaisahan, Cubao, Quezon City, 1111 or email to [procurement@nacc.gov.ph](mailto:procurement@nacc.gov.ph) not later than **January 28, 2025 9:00am**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

  
FERDINAND P. MARCELO  
Administrative Officer V

Terms and Conditions:

- 1. Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- 2. Quotation validity shall be Sixty (60) calendar days from the deadline of submission of quotations.
- 3. Good/s shall be delivered within 15 to 30 calendar days upon receipt of Notice to Proceed
- 4. Place of Delivery: National Authority for Child Care - Central Office
- 5. Terms of Payment: within 30-45 days upon completion of supporting documents.  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).  
Account Name : \_\_\_\_\_ Account Number : \_\_\_\_\_  
BankName : \_\_\_\_\_ Branch : \_\_\_\_\_  
\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.
- 6. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- 7. For goods, please indicate brand, model and country of origin.
- 8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- 9. Please indicate Warranty: \_\_\_\_\_
- 10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- 11. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free."

  
EMIL A. BALACNAO  
Administrative Office IV

Tel. Nos. Trunkline: (02) 8726-4551; 8721-9711; 8726-4568;  
(02) 8721-9782

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

NATIONAL AUTHORITY FOR CHILD CARE

Annex A

NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhGEPS). You may visit the PhGEPS website at www.phgps.gov.ph to register."


RFQ No.: 2025-006  
Date : January 22, 2025

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhGEPS Reg. No. : \_\_\_\_\_  
Company TIN : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Approved Budget for the Contract	Bidder's Specifications <small>(Please fill out the detailed specifications in the space provided)</small>	Unit Cost	Total Cost
1	lot		Catering Services for ICAD meetings In January to December 2025 for the following ICAD meetings:				
	300	packs	12 monthly meetings	P 90,000.00			
	800	packs	32 ICA Matching Conferences (every Tuesday or to be announced)	P 240,000.00			
			Inclusions: Lunch: Plated (rice, 2 viands [pork, chicken, fish, seafood] soup, fruits or vegetable salad, desserts) *no beef  Drinks (fruit juice, soda) Must provide menu for food selection  Order upon request Monthly payment upon receipt of billing Delivery address: 5th flr. NACC bldg., 2 Chicago cor., Ermin Garcia Sts. Brgy. Pinagkaisahan, Cubao Quezon City  Contact Person: Mary ann Pelaez / 09218336823				
				P 330,000.00			GRAND TOTAL

PURPOSE: Catering Services for ICAD meetings in January to December 2025  
PR No. 2025-01-06

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at NACC-Central Office, Procurement Management Unit. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in NACC's future biddings.

  
Ferdinand P. Bardsley  
Procurement Officer  
Trunkline: (02) 8726-4551; 8721-9711; 8726-4568;  
(02) 8726-9782

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier