

REQUEST FOR QUOTATION

RFQ No. 2025-021 **SMALL VALUE PROCUREMENT**  
Date: **January 24, 2025**

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.

Please submit together with your bid quotation, your valid 1. Mayor's/Business Permit (CTC), 2. PhilGEPS Registration Number (CTC).The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number, 3. Certified True Copy of Income/Business Tax Return (For SVP & Emergency Cases with ABC above P500K, 4. Original and Notarized Omnibus Sworn Statement (For SVP with ABCs above P50K & For All Emergency Cases) 5. Certified True Copy of BIR Certificate of Registration 2303


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 **28 of January 2025; 9:00AM**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

  
FERDINAND F. MARCELO  
Head, Procurement Unit

Terms and Conditions:

- Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- Quotation validity shall be Sixty (60) calendar days from the deadline of submission of quotations.
- Good/s shall be delivered within 15-30 c.d upon receipt of Notice to Proceed / Purchase Order
- Place of Delivery: RACCO NCR - SAN JUAN CITY
- 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.
- 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.
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: \_\_\_\_\_
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- 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. BALACANO  
BAC Secretariat

Tel. Nos. Trunkline: (02) 8726-4551; 8721-9711; 8726-4568;  
(02) 8721-8782

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

NATIONAL AUTHORITY FOR CHILD CARE

**SMALL VALUE PROCUREMENT**

RFQ No.: 2025-021  
Date : January 24, 2025

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) to register."

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

Item No.	Qty.	Unit	Purchaser's Specifications	Approved Budget for the Contract	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
			<b>CATERING SERVICES FOR THE ADOPTION AND FOSTER CARE MATCHING CONFERENCE</b>	<b>360,000.00</b>			
	720	pax	<b>30 PAX/CONFERENCE</b>				
			February 12 and 26, 2025				
			March 12 and 26, 2025				
			April 9 and 23, 2025				
			May 14 and 28, 2025				
			June 11 and 25, 2025				
			July 9 and 23, 2025				
			August 13 and 27, 2025				
			September 8, 19 and 30, 2025				
			October 10, 21 and 31, 2025				
			November 12 and 26, 2025				
			December 9 and 19, 2025				
			<b>Buffet set-up/packed meals</b>				
			<b>AM SNACKS:</b>				
			Snacks (pastry/sandwich/soup/pansit) with coffee and water				
			<b>LUNCH:</b>				
			1 Rice and any variant of meat (chicken, Pork, beef, fish) and / or water, juice, iced tea, sago't gulaman				
			<b>PM-SNACKS:</b>				
			Snacks (pastry/sandwich/soup/pansit) with water and/or juice, iced tea, sago't gulaman				
			Venue : 4th Floor Textron Building, #168 Luna Mencias St., brgy. Addition Hills, San Juan City, 1500				
			Serving Time: 8:30AM, 11:30AM and 3:30PM				
			<b>Additional Requirements</b>				
			Scheduled date and venue may change however the end-user will inform the supplier ahead of time regarding any changes in schedule and venue ***** NOTHING FOLLOWS *****				

		P	360,000.00		GRAND TOTAL
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PURPOSE: PROVISION OF MEALS FOR THE REGIONAL CONFERENCE ON ADOPTION AND FOSTER CARE IN CY 2025  
 PR No. 2025-01-23  
**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 NAAC's future biddings.

Page 1 of 1 pages  
 \_\_\_\_\_  
 (Signature over Printed Name)  
 Supplier

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