



PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
Intramuros, Manila

REQUEST FOR PRICE QUOTATION

Date: JUN 11 2018
RFP No.: 06/318-247

Company Name: _____

Address: _____

TIN: _____

Business Permit No.: _____

PhilGEPS Cert. No.: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the back portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than JUN 14 2018

Open quotations may be submitted, manually or through facsimile or email at the address and contact number indicated below.

Atty. MAY ANGELI M. ESTOLAS
Acting Chief, Procurement Office

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Item Description	Qty.	Unit of Issue	Approved Budget for the Contract (ABC)	OFFER				Remarks
				Price (Inclusive of Tax)		Compliance with Technical Specifications (please check)		
				Unit Price	Total Price	Yes	No	
Catering Services for 2018 Service Awards A. Approved Budget The university shall hire the services of three (3) different catering service contractors to provide dinner (managed buffet) worth P400.00 for 250 persons. Catering Service 1 250 persons 100,000.00 Catering Service 2 250 persons 100,000.00 Catering Service 3 250 persons 100,000.00 Total PhP300,000.00 The approved budget for the Catering Services is THREE HUNDRED THOUSAND PESOS (P300,000.00) inclusive of VAT and all other applicable government taxes and charges. B. Description Date of Event • 22 June 2018 4:00 PM • University Activity Center (UAC), PLM Mode of Serving Meals • MANAGED BUFFET	1	lot	300,000.00					

Gen. Luna cor. Muralla Sts., Intramuros, Manila
Telefax No. (02)528-4592, Email add: procurement@plm.edu.ph

<p>Type of Meal ~ (For each catering service contractor) Menu worth P400/person for 250 employees and with the following suggested menu:</p> <ul style="list-style-type: none"> • Steamed Rice • Soup • 3 Entrees with a combination of any of the following: <ol style="list-style-type: none"> 1. Fish 2. Chicken 3. Beef • Dessert • Drinks: Glass of Iced Tea and Purified Drinking Water and Ice for Drinks <p>Set-up (For each catering service contractor)</p> <ul style="list-style-type: none"> • Pre-Event <ol style="list-style-type: none"> 1. Each catering service contractor must schedule and prepare food taste session for at least twelve(12) persons • Event Proper <ol style="list-style-type: none"> 1. Ingress at least four (4) hours before the program for set up of tables, chairs, buffet stations, linens, dinner ware, and utensils. 2. Minimum of three (3) buffet stations and one (1) separate drinks station 3. Elegant buffet set up with centerpiece 4. Round dinner tables dress with floor length linens for two hundred fifty(250) personnel 5. Chairs with floor length seat covers 6. Provide purified drinking water and ice for drinks. At least two (2) water stations are available <p>C. Scope of Work(For each catering service contractor)</p> <ol style="list-style-type: none"> 1. Provide catering services (managed buffet) for approximately 250 persons 2. Provide a minimum of three (3) buffet stations and one (1) separate drinks station. For identified VIPs, the caterer shall be responsible for the distribution of food and drinks and shall be served sit-down style. 3. Provide adequate number of food handlers at each buffet station to managed distribution of soup and entrees (number of food handlers must be approved by the committee). 4. Provide adequate number of uniformed and well trained waiters/waitresses (number of waiters must be provided and 								
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<p>approved by the committee).</p> <p>5. Have at least a coordinator assigned as person in charge.</p> <p>6. Ensure and maintain the quality of food and drinks to be served.</p> <p>7. Complete Catering equipment and utensils</p> <p>8. Provide kitchenware/chinaware, knives, spoons, forks and other cutleries to be used during the event.</p> <p>9. Ensure the complete preparation and set-up of tables and chairs at least two (2)hours before the start of the event.</p> <p>10. Ensure that the food shall be ready for serving at least one (1) hour before the start of the event.</p> <p>11. Ensure that waiters are on stand-by to serve drinks until the end of the event.</p> <p>12. The university shall impose liquidated damages as follows:</p> <p>a. if the caterer fails to completely set-up the chairs, tables, and utensils two (2) hours before the start of the event equivalent to one-tenth (1/10) of one percent (1%) for every minute of delay</p> <p>b. if the caterer is not ready to serve the complete meal one (1) hour before the start of the event equivalent to one-tenth (1/10) of one percent (1%) for every minute of delay</p> <p>13. Provide food tasting and prepare a mock set-up of dinner tables.</p> <p>14. Turn-over to the OVPA any leftover food after all guests in attendance have been served.</p> <p>15. Ensurethat clean-up of tables and chairs shall only occur after the end of the event and be responsible for the collection of utensils and left-over after the event.</p> <p>PLM shall</p> <p>1. Provide the venue for the event and coordinate with the caterer concerning set up and other pertinent details.</p> <p>2. Provide appropriate/adequate space for both caterers to hold and prepare the food before the event proper.</p> <p>3. Ensure the proper distribution of personnel at each buffet station.</p> <p>D. Criteria for Selection</p> <p>The proposal shall be evaluated during the pre-event by at least twelve (12) personnel composed of members of the PRAISE Committee or Man Team and staff based the cost quality method as follows:</p>								
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<p>Criteria Weight</p> <p>A. QUALITY 70%</p> <p>1. Taste of Food – 80%</p> <p>2. Set-up and style of tables and chairs 20%</p> <p>B. COST 30%</p> <p>TOTAL 100%</p> <p>E. Required Valid Documents to be submitted:</p> <p>1. Current Mayor’s/Business Permit in the operation of providing catering services</p> <p>2. DTI/SEC Registration</p> <p>3. PHILGEPS Registration Number</p> <p>4. At least three (3)year experience in the catering business serving at least 250pax per event.</p> <p>5. BIR Registration and TIN</p> <p>F. Payment Terms and Conditions</p> <p>Check payment inclusive of VAT and all other applicable government taxes and charges. Full settlement shall be made immediately after the function except if the caterer fails any of the conditions per scope of work and the equivalent liquidated damages is imposed.</p> <p>Note: The contract will be awarded to the three (3) catering service contractors with the lowest quotation. The price of the lowest price quotation will be considered as the contract price, subject to agreement of two (2) other catering service contractors.</p>							
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This is to certify that I personally conducted the canvass and that the data herein are true and correct.



NOLI C. DISCAYA, JR.

Canvasser

Mobile No.: Mobile No.: 0925-7305799 (sun)

Email Add.: ncdiscaya@plm.edu.ph

Payment Terms: _____

Delivery Period: _____

(Signature over Printed Name)

Tel. No.:

Mobile No.:

E-Mail: