



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12042703  
**Procuring Entity** BASES CONVERSION AND DEVELOPMENT AUTHORITY - MAIN  
**Title** Procurement of Catering Service for Negotiation Skills for Leader for PR No. 0001301  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	BG2025-004-1670	<b>Status</b>	<b>Awarded</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Catering Services		
<b>Approved Budget for the Contract:</b>	PHP 84,000.00	<b>Document Request List</b>	3
<b>Delivery Period:</b>	2 Day/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	Monica Lorraine R Viernes Administrative Officer V BCDA Corporate Center 2nd Floor, Bonifacio Technology Center, 31st St., Crescent Park West, Taguig City Metro Manila Philippines 1634 63-2-85751784  mrviernes@bcda.gov.ph	<b>Date Published</b>	19/05/2025
		<b>Last Updated / Time</b>	15/07/2025 09:55 AM
		<b>Closing Date / Time</b>	22/05/2025 12:00 PM

#### Description

Date : 19 May 2025  
PR #: PR0001301

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than 22 May 2025.
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or the immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the govt., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

35 ITEM CATERING SERVICES FOR NEGOTIATION SKILLS FOR LEADERS

WHEN: JUNE 16-17, 2025  
WHERE: BCDA BOARD ROOM, 2F BONIFACIO TECHNOLOGY CENTER, 31ST STREET, COR. 2ND AVENUE BONIFACIO GLOBAL CITY, TAGUIG CITY  
NO OF GUESTS: 35 PAX

INCLUSIONS:  
COMPLETE BUFFET SETUP  
BREAKFAST

AM SNACKS  
LUNCH  
PM SNACKS  
OVERFLOWING COFFEE  
BEVERAGES

COST PER PAX: PHP 2,400  
APPROVED BUDGET FOR THE CONTRACT: PHP 84,000.00

Suppliers are required to submit the following Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
- 2) PhilGEPS Registration No.
- 3) Notarized Omnibus Sworn Statement and Proof of Authorization (e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)
- 4) Business/Income Tax Return (If the ABC is above 500k)
- 5) BIR Certificate of Registration (BIR Form 2303)

Note:

A) Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the duly notarized Omnibus Sworn Statement (OSS) and Proof of Authorization within 5 working days upon notification of the Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification.

B) Suppliers who have previously submitted the above documentary requirements may no longer require its re-submission except for the Omnibus Sworn Statement.

Delivery Address: 31st St. Cor. 2nd Avenue, 2/F Bonifacio Technology Center, Bonifacio Global City, Taguig

Terms and conditions:

Price : (Inclusive of all applicable taxes)

Payment : 30 days

Delivery : 2 DAYS (JUNE 16-17, 2025)

Validity of price : one month

Warranty : N/A

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Catering Services	For Negotiation Skills for Leaders	1	Lot	84,000.00

**Other Information**

Please submit your quotation together with your PhilGEPS Registration, BIR Registration, Mayor's Permit and Omnibus Sworn Statement to BCDA Reception Area, 2/F Bonifacio Technology Center, 31st St. Cor. 2nd Avenue, Bonifacio Global City, Taguig or email to [mrviernes@bcda.gov.ph](mailto:mrviernes@bcda.gov.ph)

Bids should be inclusive of all applicable taxes and any other fees.

Bids over the approved budget for the contract shall be automatically disqualified.

The contract shall be awarded to the supplier with the Lowest Calculated Responsive Quotation during the evaluation procedure.

(You may use the attached pro-forma RFQ-Request for Quotation and Omnibus Sworn Statement found in Associated Components)

BCDA reserves the right to accept and reject any or all of the quotations received formally, waive minor defects in forms and requirements, or to accept quotations/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

**TERMS AND CONDITIONS:**

Payment: Thirty (30) working days

Delivery: 2 DAYS (JUNE 16-17, 2025)

Validity of price: One (1) month

Look for Ms. Monica Lorraine Viernes at tel. no. 575-1784/1700 or 09273972641

**Created by** Monica Lorraine R Viernes

**Date Created** 16/05/2025

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