



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12238194  
**Procuring Entity** BASES CONVERSION AND DEVELOPMENT AUTHORITY - MAIN  
**Title** Procurement of Catering Services for the Training on Diplomatic Protocol, Etiquette and Social Graces under PR0001487  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	BG2025-004-1719	<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 60,000.00	<b>Document Request List</b>	6
<b>Delivery Period:</b>	1 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>	21/07/2025
		<b>Last Updated / Time</b>	18/08/2025 09:22 AM
		<b>Closing Date / Time</b>	25/07/2025 17:00 PM

#### Description

Date: July 21, 2025  
PR#: 0001487

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 the 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 July 25, 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

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 gov't, or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

CATERING SERVICES FOR THE TRAINING ON DIPLOMATIC PROTOCOL, ETIQUETTE AND SOCIAL GRACES

DATE: AUGUST 6, 2025  
VENUE: BCDA, BOARD ROOM  
NO OF GUESTS: 50 PAX

REQUIREMENTS:  
COMPLETE BUFFET SETUP  
BREAKFAST  
AM SNACKS  
LUNCH  
PM SNACKS  
FLAVORED BEVERAGE  
OVERFLOWING COFFEE

APPROVED BUDGET FOR THE CONTRACT: 60,000.00

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

- 1) Valid Mayor's Permit
- 2) PhilGEPS Registration No.
- 3) Notarized Omnibus Sworn Statement
- 4) Income/Business Tax Return if the ABC is above 500k

**NOTE:**

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

Delivery Address: 2/F BONIFACIO TECHNOLOGY CENTER, 31ST ST. COR 2ND AVENUE, BONIFACIO GLOBAL CITY, TAGUIG CITY

**Terms and conditions:**

Price: Inclusive of all applicable taxes

Payment: 30 days

Delivery: 1 day (August 6, 2025)

Validity of price: 1 month

WARRANTY: N/A

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Catering Services	For the Training on Diplomatic Protocol, Etiquette, and Social Graces	1	Lot	60,000.00

**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: 1 day (August 6, 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** 18/07/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.