

November 26, 2024

P-RFQ No. 2024-106

REQUEST FOR QUOTATION

CATERING AND OTHER SERVICES FOR YEAR-END PARTY 2024 OF SANTA MARIA WATER DISTRICT

The Santa Maria Water District (SMWD) hereinafter referred to as "the Purchaser", through its Bids and Awards Committee (BAC), invite interested parties to submit price quotation for the project, "**CATERING AND OTHER SERVICES FOR YEAR-END PARTY 2024 OF SANTA MARIA WATER DISTRICT**" through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of One Hundred Ninety-Four Thousand Three Hundred Fifty Pesos Only (**₱194,350.00**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	CATERING AND OTHER SERVICES ON THE SMWD YEAR-END PARTY	1	LOT		
	*** nothing follows ***				

The Terms of Reference (TOR) has been attached hereto and shall form part of the Contract Agreement. The project coverage, scope of work, payment terms and schedule, duration of the project and general conditions are stated therein.

Procurement procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act).

It is the intent of the Purchaser to evaluate the quotation for the project and award will be made to the quotation resulting in the overall lowest cost.

Likewise, in accordance with Section 54.6 and Appendix A of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA No. 9184, the supplier shall provide the following documentary requirements as a **condition for award** of the contract:

1. PhilGEPS Registration Number
2. Mayor's/Business Permit
3. Photo Copy of Sample Service Invoice (SI)
4. Certificate of Registration (BIR FORM 2303); and
5. Duly Notarized Omnibus Sworn Statement.

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.



All quotations may be typewritten or handwritten and may be placed in sealed envelope marked “**CATERING AND OTHER SERVICES FOR YEAR-END PARTY 2024 OF SANTA MARIA WATER DISTRICT**” (RFQ No. 2024-106) and must be submitted on or before **December 2, 2024, 11:00AM** at the SMWD main office. It may also be sent thru email on our official email address at smwdbulacan@yahoo.com on the specified time stated above and address to the **BAC Chairperson, Maria Leonora S. Romarate.**

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same.

DELIVERY SITE: Within Santa Maria, Bulacan

The prospective supplier shall submit the Duly accomplished Quotation Form

The Santa Maria Water District reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected supplier or suppliers. SMWD also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.

Prepared by:

Sgd.

Romel P. Lazaga
Procurement Assistant

Noted by:

Sgd.

Maria Leonora S. Romarate
BAC Chairperson



Santa Maria WATER DISTRICT

TERMS OF REFERENCE CATERING AND OTHER SERVICES FOR YEAR-END PARTY 2024 OF SANTA MARIA WATER DISTRICT

I. Objective

The Santa Maria Water District (SMWD) plans to commemorate the year end party. The goal of the Year-End Party is to bring everyone together to celebrate the year's achievements, show appreciation for employees, and spread holiday cheer. It's a chance to strengthen teamwork, build connections, and create a fun and festive atmosphere that leaves everyone feeling valued and motivated for the year ahead.

II. Approved Budget for the Contract (ABC)

The ABC for this project is **ONE HUNDRED NINETY-FOUR THOUSAND THREE HUNDRED FIFTY PESOS (₱194,350.00)**.

III. Project Coverage

The program includes the Board of Directors, the Management, employees, suppliers, and other guests of SMWD

IV. Scope of Work

The Service Provider offers services such as:

- Dinner with five (5) main courses, steamed rice, dessert and drinks
Main Courses - 1 Beef, 1 Chicken, 1 Seafood, 1 Vegetable, 1 Pasta
- Buffet set-up, table and chairs with cover, utensils
- Waiters and Buffet Attendants

The Service Provider offers other requirements such as:

- Photo Coverage (5 hours Unlimited Coverage)
- Corporate Live Band

Composed of singers

Minimum of 3 Sets of Performance (every set 45 minutes each)

With instruments/equipment:

1 Keyboard

Bass Guitar

Electric Guitar

Electronic Drums

- and other requirements may be needed



Santa Maria

WATER DISTRICT

Note:

1. *Quantity per event may change due to no. of employees that may be hired. Supplier will be informed prior to the event's schedule.*
2. *Changes in event requirements may occur depending on approved proposal/s*

V. Payment Terms and Schedule

Full payment shall be settled on the day of the event based on their submitted proposal. Any additional payment shall be paid once the Supplier submit the Billing Statement after the event.

In case of any dispute with regard to the Billing, the SMWD shall have three (3) working days from receipt of the Billing to inform the Supplier of its protest; otherwise, the Billing shall be considered true and correct.

The supplier shall be paid via check payment subject to withholding tax as per billing statement submitted.

VI. Duration of the Project

The target date/schedule for this project is on December 20, 2024.

VII. General Conditions of the Project

1. The Supplier must submit the following requirements:
 - a. Business/Mayor's Permit
 - b. BIR Certificate of Registration
 - c. Photocopy of Service Invoice
 - d. PhilGEPS Registration No./Certificate
2. The Supplier must deliver and assemble the equipment needed in the venue prior to the event and must coordinate to SMWD contact person regarding the schedule.
3. The set up should be done ~~by~~ properly qualified persons who are employees of the supplier.
4. All materials, supplies and other amenities such as complete elegant buffet set-up, tableware including plates, glassware and cutlery, food labels, registration table, guests' tables and seats with full-length cover, centerpiece, etc. shall be provided by the supplier.
5. The Supplier must also provide well-trained and uniformed waiters and buffet attendants.
6. Supplier is responsible for the cleaning and disposal of all materials used during the event.
7. The event schedule shall be agreed by the Supplier and SMWD.



Santa Maria

WATER DISTRICT

8. Ensure that the Supplier will comply with the SMWD employees' confidentiality and other rules and regulations.
9. Changes in event requirements may occur depending on approved proposal/s of the committee.

Prepared By:

Sgd.

SAMANTHA C. SISON

Industrial Relations Development Asst. A

RECOMMENDING APPROVAL:

Sgd.

JOVITA I. DALMACIO

Department Manager

Admin, Finance and General Services Dept.

APPROVED BY:

Sgd.

ENGR. CARLOS N. SANTOS, JR.

General Manager

CONFORME:

Signature over printed name of the Contractor: _____

Company Represented: _____

Date Received: _____