



REPUBLIC OF THE PHILIPPINES
SENATE ELECTORAL TRIBUNAL

REQUEST FOR QUOTATION

The Senate Electoral Tribunal, through its Bids and Awards Committee, will undertake the procurement of MEALS FOR THE CONDUCT OF THE GENDER SENSITIVE AND GENDER RESPONSIVE DISASTER RISK REDUCTION AND MANAGEMENT COURSE FOR PUBLIC SECTOR in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184, as follows:

Name of Project	:	MEALS FOR THE CONDUCT OF THE GENDER SENSITIVE AND GENDER RESPONSIVE DISASTER RISK REDUCTION AND MANAGEMENT COURSE FOR PUBLIC SECTOR
Quotation Validity	:	at least thirty (30) calendar days
Delivery Schedule	:	July 18-20, 2023
Terms of Payment	:	15 to 30 calendar days upon submission of complete supporting documents
Approved Budget	:	Ninety-Nine Thousand Seven Hundred Fifty Pesos (₱99,750.00), inclusive of all existing and appropriate government taxes and charges

Interested suppliers are required to submit their valid and current Mayor's Permit, PHILGEPS Registration Certificate, Omnibus Sworn Statement, and price quotation (Annex "A") not later than **July 4, 2023, at 9:00 a.m.** at the 6th Floor, Sugar Center Building, North Avenue, Diliman, Quezon City. The documents may also be sent thru fax at 8-3959329 or email at ppms.proc1@set.gov.ph / set.ppms.ps@gmail.com.

Very truly yours,


ATTY. ELEANOR S. FRANCISCO-ANUNCIACION
Deputy Secretary of the Tribunal
Chairperson, Bids and Awards Committee

SENATE ELECTORAL TRIBUNAL


Annex A

RFQ No.: 2023-06-123 NP-SVP
Date :

Company Name: _____
Company Address: _____
Contact Person: _____
Contact Number: _____
TIN: _____

Item No.	Qty.	Unit	Purchaser's Specification	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	1	Lot	<p>Meals for the conduct of the Gender Sensitive and Gender Responsive Disaster Risk Reduction and Management Course for Public Sector on July 18-20, 2023</p> <p>Specifications:</p> <p><u>1. Menu</u></p> <p>Day 1 (July 18, 2023) for 46 pax AM Snacks: Lomi and Bottled/canned Iced Tea (at least 350ml) Lunch: Chicken Inasal, Lumpiang Sariwa, Soup, Rice, Sliced Melon and Bottled/canned soft drink (at least 300ml) PM Snacks: Tuna Sandwich with Lettuce and Bottled/canned fruit juice (at least 240ml)</p> <p>Day 2 (July 19, 2023) for 46 pax AM Snacks: Chicken Sandwich with Lettuce and Bottled/canned Iced Tea (at least 350ml) Lunch: Pork Humba, Chopsuey, Soup, Rice, Fresh Banana and Bottled/canned soft drink (at least 300ml) PM Snack: Bibingka topped with Salted Egg (at least 150g) and Bottled/canned fruit juice (at least 240ml)</p> <p>Day 3 (July 20, 2023) for 41 pax AM Snack: Chicken Turnover (Empanada) at least 400g and Bottled/canned Iced Tea (at least 350ml) Lunch: Roast Beef, Buttered Mixed Vegetables, Soup, Rice, Sliced Watermelon and Bottled/canned soft drink (at least 300ml)</p>			

		<p>PM Snack: Pancit Sotanghon Guisado with Puto (rice cake) and Bottled/canned fruit juice (at least 240ml)</p> <p>Additional Requirements:</p> <ol style="list-style-type: none">With free-flowing brewed coffee for three (3) days; provision for stirrer, brown/white sugar and creamer; coffee cups/mugs NOT neededNo shrimp or any of its by- products as an ingredientWith complete disposable but durable set of applicable utensils and appropriate condiments <p><u>2. Delivery Time</u></p> <p>AM Snacks: 9:30AM Lunch: 11:00AM PM Snack: 2:00PM</p> <p><u>3. Packaging</u></p> <ol style="list-style-type: none">Each meal set individually packed for easier distributionPackaging material used must be durable, environment-friendly and airtight when sealed to prevent food spillage <p><u>4. Other Provisions</u></p> <ol style="list-style-type: none">Supplier in the industry for at least three (3) yearsSupplier's location within Quezon City and Manila AreaUse of locally sourced ingredients/ materials are highly preferred <p><i>Food tasting required.</i></p> <p>Passing Rate: 90% Criteria: see attached Rating Factor</p> <p>Approved budget: ₱99,750.00</p>			
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DARLENE B. CARDENAS
Procurement Officer
Mobile Landline: 8-463-1113
Email: ppms.proc1@set.gov.ph
set.ppms.ps@gmail.com

(Signature over Printed Name)
Supplier

Senate Electoral Tribunal

RATING FACTOR FOR CATERING/MEALS

For: Gender Sensitive and Gender Responsive Disaster Risk Reduction and Management Course for
Public Sector on July 18-20,2023

Date: _____

	RATING FACTORS	WEIGHT (%)	RATING
I.	Supplier Profile		
	1. Within Quezon City and Manila Area	20	
	2. In the business at least 3 years	20	
	3. With valid government permits to operate a food/catering business	30	
	4. Production and Service Capabilities	30	
		100	
II.	Food Tasting Test		
	1. Appearance		
	a. Sign of freshness	10	
	b. Visual attractiveness	5	
	2. Aroma	10	
	3. Taste	30	
	4. Texture and Consistency	10	
	5. Temperature	5	
	6. Client's Satisfactory Rating	30	
		100	
III.	Packaging		
	1. Durability	25	
	2. Environment-Friendly	25	
	3. Airtight when sealed	25	
	4. Client's Satisfactory Rating	25	
		100	

	RATING FACTORS	WEIGHT (%)	RATING
I.	Supplier Profile	____ x 0.1	
II.	Food Tasting Test	____ x 0.7	
III.	Packaging	____ x 0.2	
FACTOR VALUE			

Rated by:
