



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 Food Catering Services for the Enhanced Gender Responsive Self-Defense Training Workshop for the Collection / Return Teams in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184, as follows:

Name of Project : **Food Catering Services for the Enhanced Gender Responsive Self-Defense Training Workshop for the Collection / Return Teams**

Quotation Validity : **at least thirty (30) calendar days**


Delivery Schedule : **April 23-24, 2024**

Terms of Payment : **15 to 30 calendar days upon submission of complete supporting documents**

Approved Budget : **Eighty Thousand Pesos (Php80,000.00)**

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 **April 8, 2024 at 10:00 a.m.** at the 6th Floor, Sugar Center Building, North Avenue, Diliman, Quezon City. The documents may also be sent thru fax at 8395-9329 or email at set.ppms.ps@gmail.com.

Very truly yours,


ATTY. ELEANOR S. FRANCISCO-ANUNCIACION
Chairperson, Bids and Awards Committee

SENATE ELECTORAL TRIBUNAL

Annex A

RFQ No.: 2024-04-076 NP-SVP

Date: _____

Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact Number: _____
 Company 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>Food Catering Services for the Enhanced Gender Responsive Self-Defense Training Workshop for the Collection / Return Teams</p> <p>Date: April 23-24, 2024 Time: 8:00 AM to 5:00 PM Venue: Social Hall, Sugar Center Building, North Avenue, Quezon City No. of Participants: 39</p> <p>Buffet Set-up inclusive of: AM Snacks: Not later than 9:30 AM Lunch: Not later than 11:30 AM PM Snacks: Not later than 2:30 PM</p> <p>Menu: Tuesday, April 23, 2024 AM Snacks: Pancit Canton, Tuna Sandwich, and Bottled Soda/Canned Juice (at least 350 ml)</p> <p>Lunch: Chicken Barbecue, Sweet and Sour Fish Fillet, Lumpiang Sariwa, Rice, Soup, Coffee Jelly and Bottled Soda/Canned Juice (at least 350 ml)</p> <p>PM Snacks: Lasagna, Garlic Bread and Bottled Soda/ Canned Juice (at least 350ml)</p> <p>Wednesday, April 24, 2024 AM Snacks: Clubhouse Sandwich, Potato Chips, and Bottled Soda/Canned Juice (at least 350ml)</p> <p>Lunch: Steamed Fish with Vegetables, Beef Caldereta, Soup, Rice, Buko Pandan and Bottled Soda/Canned Juice (at least 350 ml)</p> <p>PM Snacks: Sotanghon, Puto and Bottled Soda/ Canned Juice (at least 350 ml)</p> <p>Additional Requirements: a. With free flowing brewed coffee/tea for 2 days; Provision of wooden stirrer, brown/white sugar and creamer b. No shrimp or any of its by-products as an ingredient.</p>			

		<p>c. Provide all kitchen and dining room utensils such as plates, serving dishes, cups, saucers, spoons, forks, knives, drinking glasses and pitchers.</p> <p>d. Provide adequate staff to set up food, utensils, and banquet tables and at least three (3) uniformed wait staff during the activity.</p> <p>e. Ensure proper clean up of garbage after the activity.</p> <p>f. With at least 3 years experience in the catering industry.</p> <p>g. Operates within Quezon City or location is in close proximity to the activity venue.</p> <p>h. Use of locally sourced ingredients/materials is highly preferred.</p> <p>Taste test required. Passing Rate: 90%</p> <p>Approved budget: Php80,000.00</p>		
--	--	--	--	--


DARLENE B. CARDENAS
 Procurement Officer
 Landline: 8395-9329
 Mobile Landline: 8-463-1113
 Email: set.ppms.ps@gmail.com
drbcardenas@gmail.com

 (Signature over Printed Name)

 (Position / Designation)

