



**CLIMATE CHANGE COMMISSION  
BIDS AND AWARDS COMMITTEE**

8353-8494 || [bac@climate.gov.ph](mailto:bac@climate.gov.ph)

14 November 2024

**REQUEST FOR QUOTATION  
RFQ NO. 2024-034**

The **Climate Change Commission – Climate Change Office** through the Information Knowledge Management Division/Legal Services Division/Strategic Partnership Division/Policy Research Development Division intends to procure **“CATERING SERVICES FOR THE CONDUCT OF CLIMATE CHANGE CONSCIOUSNESS WEEK 2024”** with an Approved Budget Contract amounting to **Six Hundred Fifty-Seven Thousand Two Hundred Fifty Pesos (PhP657,250.00)** for Fiscal Year 2024 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Kindly quote your **best offer** for the catering services described herein provided at the last page of this Request for Quotation (RFQ) and submit the same in a closed envelope duly signed by your authorized representative **not later than 18 November 2024, 10:00AM** to the BAC Secretariat, 6<sup>th</sup> Floor, First Residences Bldg., 1557 J.P. Laurel St., corner Matienza St., Malacanang Compound, San Miguel, Manila 1005.

The copies of your **2024 Business/Mayor’s Permit, PhilGEPS Registration Number/Certificate, Latest Income/Business Tax Return, Notarized Omnibus Sworn Statement (GPPB-prescribed forms), and Secretary’s Certificate (if corporation)** are also required to be submitted along with your signed quotation/proposal. Late and incomplete submission will not be accepted.

For any clarification, you may contact the BAC Secretariat at **(632) 8353-8494** or email address at [bac@climate.gov.ph](mailto:bac@climate.gov.ph).

**BHABY EDLYN V. ZAMORA**

Chairperson

Bids and Awards Committee



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**QUOTATION FORM**

**TERMS AND CONDITIONS**

1. The Approved Budget for the Contract (ABC) is **Six Hundred Fifty-Seven Thousand Two Hundred Fifty Pesos (PhP657,250.00)**.
2. Price Quotation should be inclusive of all applicable government taxes.
3. Price Quotation shall be valid within One Hundred Twenty (120) calendar days from the deadline of submission of RFQ.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost (PHP)
1	1	lot	<p><b>PROCUREMENT OF CATERING SERVICES</b></p> <p><b>Catering services for the CCC Week Solidarity night on November 25, 2024</b>  <b>Inclusion:</b>  Meals for 300 pax  After dinner meal  Meat (pork or chicken)  Pasta  Pastry  Relishes  Dessert  Iced Tea  With at least 5 waitress/waiters  Meals arrange in managed buffet  Set up time: 2:30 pm  Delivery location: Ayala Museum, Makati City  Free Flowing Coffee and Tea  Must be accredited by Ayala Museum  No single-use plastic</p>	450,000.00	
2	1	lot	<p><b>Catering services for the Lecture titled “Intersections between the Law of the Sea and International Environmental Law: The Role of ITLOS in Norm Creation and Interpretation in Light of the Climate Change Advisory Opinion” on 22 November 2024</b>  <b>Inclusions:</b>  <b>AM Snacks for 180 pax</b>  Assorted Pastries  Fresh Fruits  Fresh Juice  <b>Lunch for 30 pax</b>  Meat (Pork or Chicken)</p>	103,500.00	



3	1	lot	<p>Rice Pastries Appetizers Fresh Fruits Juice AM Snacks and lunch meal arrange in managed buffet With at least 8 waitress/waiters Set up time: 8:00 am Delivery location: Malcolm Theatre, UP Diliman, Quezon City Free Flowing coffee Must be accredited by UP Diliman No single-use plastic</p> <p><b>Catering Services for the conduct of Net Zero Challenge on 22 November 2024</b> <b>Inclusions:</b> <b><i>Packed Breakfast for 150 pax</i></b> Rice, with 1 assorted viand (pork longanisa, daing na bangus, tocino), fried egg/boiled egg, banana and drinking water Complimentary Brewed Coffee</p> <p><b><i>Packed Lunch for 150 pax</i></b> Rice with 2 main courses, vegetables, dessert, soup, 1 beverage (in-can drinks)</p> <p>Table and Chairs Tent Location: Paete Laguna and vicinities Note: No beef and no single-use plastics</p> <p>xxxxnothingfollowsxxxxxx</p>	103,750.00	
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In case you did not receive any communication from Climate Change Commission – Bids and Awards Committee (CCC-BAC) for one (1) month from the deadline indicated above, it is understood that the award was not made in your favor.

The CCC-BAC reserves the right to accept or reject any or all quotation/bid, annul the bidding process and reject all quotations/bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact Ms. Sarah Jane Lee and Ms. Ma. Catherine C. Dimagiba of the CCC-BAC Secretariat at 8353-8494 or.

I have read and understood the Terms and Conditions stated above.

By signing this quote, I hereby agree and bind myself to the Terms and Conditions and the attached Terms of Reference for this procurement project, and the rules of procurement enshrined in the Republic Act No. 9184, as amended.

Signature Over Printed Name : \_\_\_\_\_  
Name of Company : \_\_\_\_\_



Position in Firm  
Business Address  
Contact Information

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