



13 June 2019

SUBJECT : Invitation to Submit Proposal for the Procurement of Catering Services for the 2019 Corporate Strengthening Week Activities (Project Reference No. 2019-SVP-CSCSW-037-01)

Dear _____:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring **Catering Services for the 2019 Corporate Strengthening Week Activities** with an Approved Budget for the Contract (ABC) in the amount of **EIGHTY-SEVEN THOUSAND FIVE HUNDRED PESOS (PHP87,500.00)**, inclusive of VAT.

In this regard, may we invite your company to submit a quotation for this project based on the requirements set forth in the *Terms of Reference* (Annex A), and the *Detailed Bid Price Schedule* (Annex B).

Your proposal shall include certified true copies of the following documents:

1	PhilGEPS Registration/Organization Number ¹
2	Current and valid business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document in case of foreign bidders.
3	Latest income tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) Latest Annual Income Tax Return (ITR) shall refer to the ITR for the year 2018 filed in 2019 . For new establishments which have no annual ITR yet, it shall refer to the most recent quarter's ITR. Further, for areas where e-filing is yet to be implemented, a Certification to that effect from BIR main office is acceptable
4	Latest Business Tax Return refers to the following, whichever is applicable:

¹ Note: Only PhilGEPS registration number (Red Membership) is required for this project and not necessarily Platinum membership

	a) Value Added Tax (VAT) - BIR Form No. 2550 covering the: i. latest quarter; and ii. latest month prior to the bid opening.	and/ or	b) Quarterly Percentage Tax Returns BIR Form No. 2551
Bidders filing both VAT and Percentage Tax Returns must submit both returns, or the equivalent document in case of foreign bidders.			
5	Notarized Omnibus Sworn Statement (Annex C)		

As a rule, please be informed that PSALM reserves the right to accept or reject proposal, and/or annul this procurement, at any time prior to contract award, without incurring liability. Further, PSALM will not be responsible for any costs or expenses encountered by your company in the preparation of your proposal.

Kindly deliver your sealed proposal to the undersigned, at the 24th Floor Vertis North Corporate Center 1, Astra corner Lux Drives, North, Avenue, 1105 Quezon City on or before **10:00AM, 19 June 2019**. Thereafter, proposals will be opened at **10:15AM**, of the same day and venue, in the presence of your authorized representative/s who may wish to attend the same.

For further information, please refer to:

THE CHAIRPERSON

Bids and Awards Committee

Power Sector Assets and Liabilities Management Corporation

24th Floor Vertis North Corporate Center 1, Astra cor. Lux Drives,

Vertis North, North Avenue, 1105 Quezon City


Telephone No.: (02) 248-4861

Tel. Fax: (02) 248-4879

e-mail: BAC2019@psalm.gov.ph

BACSec2019@psalm.gov.ph

Very truly yours,


MARIA ILYN G. ALBITO
Chairperson
Bids and Awards Committee

Annex "A"

TERMS OF REFERENCE
Procurement of Catering Services for the
2019 Corporate Strengthening Week Activities

I. Rationale:

The 2019 CSW aims to promote teamwork and camaraderie among employees and to celebrate PSALM's achievements on its 18th anniversary with the following activities:

Activity	Date	Time
a) Corporate Strengthening Week Opening Salvo	24 June 2019	9:00AM - 12:00NN
b) Talk on Corporate Productivity Enhancement	25 June 2019	

II. Approved Budget for the Contract

The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for Contract (ABC) in the amount of **EIGHTY-SEVEN THOUSAND FIVE HUNDRED PESOS (PHP87,500.00)**, inclusive of VAT.

III. Scope of Services

The supplier should be able to provide PSALM food and drinks, with the following specifications:

a. General Requirements

- Price quotation for the food requirements on CSW activities following the schedule below:

Activity	Date	No. of Pax	Food Requirement
a) Corporate Strengthening Week Opening Salvo	24 June 2019	250	Managed Buffet Lunch with drinks
b) Talk on Corporate Productivity Enhancement	25 June 2019	100	Packed Lunch

2. Must be willing to cater at PSALM office in Quezon City.

b. Specific Requirements:

The service provider shall also follow these meal requirements for all the activities:

Corporate Strengthening Week Opening Salvo	Must include rice, 1 vegetable viand, 2 viands (fish, chicken, beef or pork), dessert and one round of drinks
Talk on Corporate Productivity Enhancement	Must include rice, 2 viands, dessert and one round of drinks

1. Proposed menu shall be submitted upon request by the CSW Steering Committee Lead;
2. Actual menu shall be subject to the approval of the CSW Steering Committee Lead.

IV. Payment Scheme

The payment will be done through send bill arrangement, to be processed after the provision of the Statement of Account addressed to the CSW Steering Committee Leader.

V. Other General Conditions

- a. Incidental Chargers and Services - The cost of transportation and other costs incidental to the delivery of goods shall be on the account of the supplier.
- b. The supplier will be held liable for supplying spoiled food products caused by the use of expired ingredients, unsanitary packaging, improper food storage and contaminated utensils; and will be responsible for compensating the injured consumers by paying monetary damages.

Bids and Awards Committee
Republic of the Philippines
Power Sector Assets and Liabilities Management Corporation

DETAILED BID PRICE SCHEDULE

Date: _____

Project: Procurement of Catering Services for the 2019 Corporate Strengthening Week Activities

Code: Project Reference No. 2019-SVP-CSCSW-037-01

Contractor's Name/Address/Tel. No.:

After having carefully read, examined and accepted the terms and conditions in the Terms of Reference for the **Procurement of Catering Services for the 2019 Corporate Strengthening Week Activities (Project Reference No. 2019-SVP-CSCSW-037-01)**, I/we submit our quotation/s on the item/s as follows:

Total Bid Price (PhP) for the Project (Inclusive of all Taxes)

In Figures: _____

In Words _____

Note:

1. Total Bid/ Quoted Price must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
2. The Total Bid/ Quoted Price shall not exceed with the Approved Budget for the Contract inclusive of VAT.

**Signature Over Printed Name of Contractor/
Authorized Representative**

Position: _____

Date: _____

ANNEX "C"

Omnibus Sworn Statement (NOTARIZED)

Alternative Methods of Procurement - Negotiated Procurement (Small Value Procurement)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____ [Name of Affiant] of legal age, _____ [Civil Status], _____ [Nationality], and residing at _____ [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of _____ [Name of bidder] with office address at _____ (address of bidder);
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the _____ [Name of bidder] in the bidding as shown in the attached _____ [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];
3. _____ [Name of bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. _____ [Name of bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of _____ (Name of bidder) is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. _____ [Name of bidder] complies with existing labor laws and standards;
8. _____ [Name of bidder] is aware of and has undertaken the following responsibilities as a bidder:
 - a) Carefully examine all of the bidding documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project]; and
9. _____ [Name of bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2019 at _____, Philippines.

Bidder's Representative/ Authorized Signatory

SUBSCRIBED AND SWORN TO before me this ____ day of _____ 2019, Philippines.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of 2019.