

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office MiMaRoPa Region  
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2018-11-1530

Date: November 22, 2018

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Company TIN : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_

Sir/Madam:

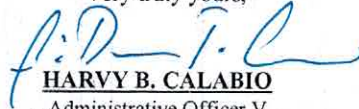
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non - compliance. Also, furnish us with descriptive brochures, catalogs, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your **Company's Business Permit, PhilGEPS Certificate, latest Income/Business Tax Return and Omnibus Sworn Statement**. The **Certificate of Platinum Membership** maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number

Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or **fax it through numbers: (02) 336-8106 to 07 loc. 111 or email to: pantawidprocurement4bEmmA@gmail.com** not later than **5:00PM on November 28, 2018 (Wednesday)**.

Very truly yours,



**HARVY B. CALABIO**

Administrative Officer V  
Procurement Section

**Terms and Conditions:**

- Award shall be made on per:  item basis  total quoted price  lot basis
- Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- Services shall be delivered on: on the date of conduct of activity
- Place of Delivery: Culion, Palawan
- Terms of Payment: within 15-30 days upon final inspection and acceptance  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)  
Account Name: \_\_\_\_\_ Account Number : \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
**\*\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: \_\_\_\_\_
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register"

  
**EMMA JOY C. NOLASCO**

Procurement Officer  
Tel. No. 336-8106 to 07 loc. 101 & 111 / Cel. No. 0949-4246305

\_\_\_\_\_  
Signature Over Printed Name  
(Supplier)

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Date: \_\_\_\_\_

(should be filled up by supplier(s))

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Company TIN \_\_\_\_\_  
PhilGEPS Reg. No. \_\_\_\_\_

MOP: NP-SVP

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	199	pac	CATERING SERVICES (2 days) Date of Activity: December 10, 2018 Venue and Point of Delivery: Cullion, Palawan			
	160		MEALS: DAY 01 Am Snack: Egg Sandwich and Iced Tea Lunch: Rice, Chicken Adobo, Pakbet, Dessert and Juice Pm Snack: Pancit, Puto and Orange Juice TIME OF SERVING: Am Snacks - 10:00am      Lunch - 12:00hn      Pm Snacks - 3:00pm OTHER PROVISIONS: Free flowing coffee, water and candies, Standby attendant NOTE: Service Provider is expected to comply with the arrangement to provide catering services at the venue identified by the End-User within the Municipality			
			guaranteed pac			
			APPROVED BUDGET FOR THE CONTRACT:Php69,650.00			
			*****NOTHING FOLLOWS*****			
			page 1 of 1			

PURPOSE: Skills Training on Food and Meat Processing and Packaging (Food and Safety Management)

PR No.: 2018-11-1530

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Unit within three (3) days from the date advance copy was served thru fax.  
FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.

EMMA JOY C. NOLASCO

Procurement Officer

(Signature over printed name)

Tel: 338-8106 Local 101/Fax No: 336-8106 Local 111/Email: [panlawdprocurement4b@emna@gmail.com](mailto:panlawdprocurement4b@emna@gmail.com)

Supplier

VAT  
 Non-VAT