

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

REQUEST FOR QUOTATION

RFQ No. 2019-01-0087 NP SVP

Date: December 12, 2018

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

Sir/Madam:

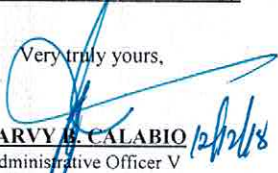
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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: proc.cathy.dswd4b@gmail.com not later than 5:00PM on December 19, 2018, 2018 (Wednesday).


Very truly yours,

  
**HARVY B. CALABIO**  
Administrative Officer V  
Procurement Section

Telefax: 336-8106 to 07 loc. 101 & 111

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: March 5, 2019, June 4, 2019, September 17, 2019, November 7, 2019
- Place of Delivery: Metro Manila
- 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"

  
CATHERINE CATHY R. VICTORIO  
Procurement Officer  
Tel. No: 336-8106 Local 101

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



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"

RFQ No. 2019-01-0087 NP-SVP  
 Date: \_\_\_\_\_ (should be filled up by suppliers)

MOP: SVP

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			<b>September 17, 2018</b> Breakfast: Rice, Omelet, Fried fish with tomato, Fresh fruits, Fresh juice AM snack: Lomi with bread and fresh juice Lunch: Rice, Fried Fish, Vegetable salad, Beef sinigang, fresh fruits, Soup and Juice PM snack: Tuna sandwich with in can juice Dinner: Pork adobo, Pinakbet, Fried fish, Fresh fruits, water			
			<b>November 7, 2019</b> Breakfast: Breakfast: Rice, Salted eggs with tomatoes, Tapa beef, Longanisa, Fresh fruits and juice AM snack: Batchoy with Bread and Fresh juice Lunch: Rice, Chicken inasal, Vegetables salad, Chop suey, Fresh ffruits, Soup and Juice PM snack: Pancit canton with bread with in can juice Dinner: Rice, Fried fish, Pinakbet, Fresh fruits, water			
			<b>Inclusions:</b> Conference Room, Microphones, Sound system, Water and Coffee during the session			
			<b>Time of serving:</b> Breakfast: 7:00 AM Lunch: 12:00 NN Dinner: 6:00 PM			
			AM snack: 9:00 AM PM snack: 2:00 PM			
			***page 2 of 2*** ***nothing follows***			
			<b>Approved Budget Cost: Php 75,000.00</b>			

Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification "Failure to indicate information could be basis for non-compliance."

PURPOSE: CY 2019 Quarterly Regional Committee on Disability Affairs (RCDA) Meetings  
 PR No.: 2019-01-0087 NP-SVP

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.

CATHERINE CATHY R. VICTORIO  
 Procurement Officer

VAT   
 Non-VAT

(Signature over printed name)  
 Supplier

Tel: 336-8106 Local 101/Fax No: 336-8106 Local 111/Email: [procurementdswd4bmimaropa@gmail.com](mailto:procurementdswd4bmimaropa@gmail.com)