



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

REQUEST FOR QUOTATION

RFQ No. 2021-04-0341 NP-SVP
Date: APRIL 28, 2021

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Email Address : _____
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, Mayor's Permit, PhilGEPS Certificate, latest Income/Business Tax Return and Omnibus Sworn Statement. The Certificate of Platinum Membership may be 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) 5336-8106 to 07 loc. 24051-52 or email to: lglicop@dswd.gov.ph not later than 5:00 PM on MAY 03, 2021.

Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section

4/28/21

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: MAY to DECEMBER 2021
- Place of Delivery: DSWD FIELD OFFICE MIMAROPA REGION (1680 F.T. BENITEZ ST., COR. MALVAR ST., MALATE, 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 to register"

LORETTA G. LICOP
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24051-52

Signature Over Printed Name
(Supplier)



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MOP: NP-SVP

Item No.	Qty.	Unit	Purchaser's Specification	Bidder's Specifications	Unit Cost	Total Cost
1	10	pax	CATERING SERVICES (2 Snack and 1 Meal)			
8	Guaranteed Pax		REGIONAL ADOPTION AND FOSTER CARE MATCHING CONFERENCE			
			Date of Activity:			
			MAY 14, 2021	SEPTEMBER 03, 2021		
			JUNE 04, 2021	SEPTEMBER 24, 2021		
			JUNE 25, 2021	OCTOBER 22, 2021		
			JULY 23, 2021	NOVEMBER 12, 2021		
			AUGUST 13, 2021	NOVEMBER 26, 2021		
			AUGUST 30, 2021	DECEMBER 17, 2021		
			Venue:			
			DSWD FIELD OFFICE MIMAROPA REGION			
			TYPE OF SERVING:			
			12 Meetings x 10 Pax			
			AM Snack - 9:00 AM (Plated)			
			LUNCH - 12:00 NN (Managed Buffet) / Minimum of 3 Viands			
			w/ Soup, Dessert/Fruits and Cold Drinks			
			PM Snack - 3:00 PM (Plated)			
			INCLUSIONS FOR MEETING:			
			FREE Flowing of Coffee; Drinking Water and Candies			
			NOTE:			
			Caterer shall submit proposed menu of the day two (2) days			
			before the schedules activity			
			*****NOTHING FOLLOWS*****			
				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."		
			Approved Budget for the Contract: Php 60,000.00			

PURPOSE: CATERING SERVICES FOR REGIONAL ADOPTION AND FOSTER CARE MATCHING CONFERENCE

PR No.: 2021-04-0341

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.

LORETTA G. LICOP

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

(Signature over printed name)
Supplier

VAT
 Non-VAT