



REQUEST FOR QUOTATION

RFQ No. 2021-06-0021  
 Date: June 11, 2021

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 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: **kc4bprocurement2@gmail.com** not later than **5:00PM on June 17, 2021 (Thursday)**.

Very truly yours,

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

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

Terms and Conditions:

1. Award shall be made on per:  item basis  total quoted price  lot basis
2. Price Validity shall be valid until: **One Hundred Twenty (120) Calendar days**
3. Services shall be delivered or **On the scheduled dates**
4. Place of Delivery: **Municipal Lagoon, Bataraza, Palawan**
5. 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**
6. Liquidated Damages/Penalty: **In case of failure to make full delivery within the time sepcified 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.**
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty: \_\_\_\_\_
10. 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"

**JAYSON B. LAGARDE**  
 Procurement Officer  
 Tel. No: 336-8106 Local 101

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

## REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I \_\_\_\_\_, of \_\_\_\_\_ has received the **Request for Quotation RFQ No. 2021-06-0021** from DSWD MIMAROPA Region intended for **catering for Community Empowerment Activity Cycle (CEAC) in PAMANA IP CDD Disaster Response Operating Procedure for Covid-19 Cycle 2.**

**Certified by:**

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

Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

**RFQ Delivered by:**

\_\_\_\_\_  
(Signature Over Printed Name of Canvasser)

Position: \_\_\_\_\_

Date / Time of Delivery: \_\_\_\_\_

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.

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"

(should be filled by suppliers)

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			catering for Community Empowerment Activity Cycle (CEAC) in PAMANA IP CDD Disaster Response Operating Procedure for Covid-19 Cycle 2.			
1	30		<b>Activity: Municipal Inter-Agency Committee (MIAC)</b> Technical Review Date: June 29, 2021 Venue: Municipal Lagoon, Bataraza, Palawan Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 25 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, dessert/fruits and cold)			
2	41		<b>Activity: Community Volunteers Training (CVT)</b> for Procurement & Infra Date: August 3, 2021 Venue: Municipal Lagoon, Bataraza, Palawan Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 36 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, dessert/fruits and cold)			
3	32		<b>Activity: Community Volunteers Training (CVT) for Finance</b> Date: August 4, 2021 Venue: Municipal Lagoon, Bataraza, Palawan Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 27 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, dessert/fruits and cold)			
4	30		<b>Activity: Operation and Maintenance Training (O&amp;M)</b> Date: September 16, 2021 Venue: Municipal Lagoon, Bataraza, Palawan Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 25 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, dessert/fruits and cold)			
5	27		<b>Activity: Sustainability Planning Workshop (SPW)</b> Date: November 23, 2021 Venue: Municipal Lagoon, Bataraza, Palawan Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 22 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, dessert/fruits and cold)			
6	27		<b>Activity: Municipal Accountability Planning Workshop (MAR)</b> Date: November 24, 2021 Venue: Municipal Lagoon, Bataraza, Palawan Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 22 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, dessert/fruits and cold)	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."		
			<b>Approved Budget Cost: Php 74,800.00</b>			
			***Nothig Follows***			
			***Page 1 of 1***			

PURPOSE: Catering Services for the conduct of Regular monthly meeting for Balik Probinsya Bagong Pag-asa Project (BP2) Program thru virtual conference

PR No.: 2021-06-0021

**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.**

**JAYSON B. LAGARDE**  
 Procurement Officer

Tel: 336-8106 Local 101/Fax No: 336-8106 Local 111/Email: [kc4bprocurement2@gmail.com](mailto:kc4bprocurement2@gmail.com)

(Signature over printed name)

Supplier

VAT  
 Non-VAT