



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

REQUEST FOR QUOTATION

RFQ No. 2021-07-0576 NP-SVP

Date: July 8, 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, 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: eicnolasco@dswd.gov.ph** not later than **5:00 PM on July 14, 2021 (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 **July 21-22, 2021 and October 20-21, 2021**
- Place of Delivery: **DSWD FO MIMAROPA - Pantawid Operations, 1680 F.T. Benitez corner Malvar Sts., 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"**

EMMA JOY C. NOLASCO
 Procurement Officer

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

 Signature Over Printed Name
 (Supplier)



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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"

RFQ No. 2021-07-0572

Date: _____ (should be filled up by suppliers)

MOP: NP-SVP

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
Provision of Catering Services for Regional Project Management Team Virtual Meeting						
Preferred venue: DSWD FO MIMAROPA - Pantawid Operations, 1680 F.T. Benitez corner Malvar Sts., Malate, Manila						
Date of Activity: 1st RPMT Meeting						
1	66	pax	Day 01 - July 21, 2021			
			guaranteed pax = 60			
			Am Snacks: Two (2) pieces pancake with Egg, Mango Juice (drink)			
			Lunch: Sinigang Tuna Belly, Beef Caldereta, grilled Eggplant with Sweet and Spicy Bagoong (veggie), Steamed Rice, Fruit Salad (dessert), Pomelo Iced Tea (drink)			
			Pm Snacks: Pancit Palabok, Orange Juice			
2	70	pax	Day 02 - July 22, 2021			
			guaranteed pax = 65			
			Am Snacks: Crispy Chicken Sandwich, Canned Mango Juice			
			Lunch: Bulalo Soup, Beef Kare-kare with Bagoong, Cordon Bleu (without pork ingredients), Steamed Rice, Leche Flan (dessert), mixed berries juice (drink)			
			Pm Snacks: Lomi with Bread, Dalandan Juice			
Date of Activity: 2nd RPMT Meeting						
3	66	pax	Day 01 - October 20, 2021			
			guaranteed pax = 60			
			Am Snacks: Canned Pineapple Juice, Banana Bread			
			Lunch: Egg Drop Soup, Sweet and Sour Fish (not fillet not cream dory), Macau Roast Pork, Steamed Rice, Butchi (dessert), Lemon Cucumber Juice (drink)			
			Pm Snacks: Carbonara and Iced Tea (drink)			
4	70	pax	Day 02 - October 21, 2021			
			guaranteed pax = 65			
			Am Snacks: Ham and Cheese Sandwich, Papaya, Coffee/Hot Chocolate (drink)			
			Lunch: Chicken Inasal, Rice, Crab and Corn Soup, Chopsuey (veggie), Mango Sago (dessert), lemon Juice (drink)			
			Pm Snacks: Spaghetti, Garlic Bread, Orange Juice			
TYPE OF MEALS:						
Am Snack, Lunch, Pm Snack						
SERVING TIME:						
9:30am, 12:00nn, 3:00pm						
TYPE OF SERVING:						
Packed Meals						
RULES IN HANDLING FOOD:						
Disposable Individually Wrapped Plastic Utensils (spoon, fork and tissue)						
SPECIAL INSTRUCTIONS:						
*Do not include pork ingredients to all menu plan						
*Supplier must be within the Province/Municipality						
*Strictly NO cream dory and tilapia						
*Strictly NO powdered Juice						
*****NOTHING FOLLOWS*****						
APPROVED BUDGET FOR THE CONTRACT:Php95,200.00						
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: Provision of Catering Services for Regional Project Management Team Virtual Meeting
 PR No.: 2021-07-0572

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

Tel: 336-8106 Local 101 & 111/Email: ejcnolasco@dswd.gov.ph

 (Signature over printed name)
 Supplier

VAT
 Non-VAT