



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

REQUEST FOR QUOTATION

RFQ No. 2021-07-0639 NP-SVP

Date: July 15, 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: ejcnolasco@dswd.gov.ph** not later than **5:00 PM on July 22, 2021 (Thursday)**.

Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section

7/15/2021

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 **October 5-6, 7-8, 12-13, 14-15 and October 19-20, 2021**
- Place of Delivery: **Seven Brgys. of Naujan, Oriental Mindoro (refer to Annex A for complete details)**
- 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)



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. 2021-07-0639

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 Capability Building for Parent Leaders on Leadership and Advocacy in Naujan, Oriental Mindoro			
			Preferred Venue: Brgy. Aurora Covered Court, Naujan, Oriental Mindoro			
			Date of Activity:			
1	7	pax	October 19-20, 2021			
			Preferred Venue: Brgy. Canubing 1 Covered Court, Naujan, Oriental Mindoro			
			Date of Activity:			
2	12	pax	October 12-13, 2021			
			Preferred Venue: Brgy. Gutad Covered Court, Naujan, Oriental Mindoro			
			Date of Activity:			
3	12	pax	October 5-6, 2021			
			Preferred Venue: Brgy. Inarawan Covered Court, Naujan, Oriental Mindoro			
			Date of Activity:			
4	8	pax	October 14-15, 2021			
			Preferred Venue: Brgy. Lumangbayan Covered Court, Naujan, Oriental Mindoro			
			Date of Activity:			
5	12	pax	October 7-8, 2021			
			Preferred Venue: Brgy. Managpi Covered Court, Naujan, Oriental Mindoro			
			Date of Activity:			
6	12	pax	October 5-6, 2021			
			Preferred Venue: Brgy. Salong Covered Court, Naujan, Oriental Mindoro			
			Date of Activity:			
7	12	pax	October 7-8, 2021			
			Preferred Venue: Brgy. Sta Maria Covered Court, Naujan, Oriental Mindoro			
			Date of Activity:			
8	12	pax	October 12-13, 2021			
9	12	pax	October 14-15, 2021			
			MENU FOR DAY 01			
			Am Snacks: Chicken Sandwich, Banana, Brewed Coffee/Hot Chocolate (drink)			
			Lunch: Beef Stew, Rice, Mushroom Soup, Corn and Carrots (veggie), Mango Sago (dessert), Pineapple Juice in Can (drink)			
			Pm Snacks: Spaghetti, Garlic Bread, Orange Juice			
			MENU FOR DAY 02			
			Am Snacks: Ham and Cheese Sandwich, Papaya, Brewed Coffee/Hot Chocolate (drink)			
			Lunch: Chicken Inasal, Rice, Crab and Corn Soup, Chopsuey (veggie), Buko Pandan (dessert), Lemom Juice (drink)			
			Pm Snacks: Carbonara and Iced Tea			
			TYPE OF MEALS:			
			- Am Snack, Lunch, Pm Snack (2 day Meals)			
			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)			
			OTHER PROVISIONS:			
			- Free flowing water, nuts and candies			
			SPECIAL INSTRUCTIONS:			
			- Do not include pork ingredients to all menu plan			
			*****NOTHING FOLLOWS*****			
			APPROVED BUDGET FOR THE CONTRACT:Php69,300.00			
				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 Capability Building for Parent Leaders on Leadership and Advocacy in Naujan, Oriental Mindoro
PR No.: 2021-07-0639

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