



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
FIELD OFFICE - MIMAROPA
1680 F.T. Benitez Corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2021-09-0073
Date: September 21, 2021

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

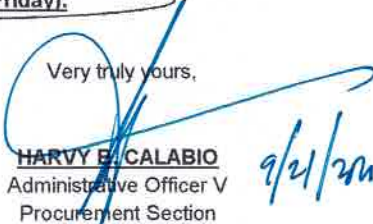
Sir/Madam:

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 September 24, 2021 (Friday).**

Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section
Telefax: 5336-8107 local 24052

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 c On scheduled dates of activities
4. Place of Delivery: Prefered Venues in Busuanga, 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: 5336-8107 local 24052

Signature Over Printed Name
(Supplier)



REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I _____, of _____ has received the Request for

Quotation RFQ No. 2021-09-0073 from DSWD MIMAROPA Region intended for

Training on Community Empowerment Activity Cycle (CEAC) in National Community Driven Development Program (NCDDP) - Additional Financing for Local Government Units (LGU) and Community Volunteers

Certified by:

(Signature Over Printed Name of Supplier)
Contact: _____
Email Address: _____

RFQ Delivered by:

(Signature Over Printed Name of Convasser)
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.



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

Note: "Prospective supplier must be registered at the Philippine Government System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph" RFQ No. 2021-09-0073
Date: September 21, 2021

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

MOP: SHOPPING FOR GOODS

Item No.	Qty.	Unit	Item Description	Bidder's Specifications	Unit Cost	Total Cost
1	60	pax	Activity: Municipal Inter-Agency Committee (MIAC) Technical Review Date: October 8, 2021 Venue: Legislative Hall, Busuanga, Palawan Meals: AM Snacks, Lunch, PM Snacks Guaranteed Pax: 55 Plated: AM Snacks and PM Snacks (with cold beverages Buffet: Lunch (Minimum of 3 Viands with soup, dessert/fruits and cold drinks, no repetition of meals.			
2	196	pax	Activity: Community Volunteers Training (CVT) -Procurement and Infra Date: October 19-22, 2021 - (clustered per day) Venue: Municipal Covered Court, Busuanga, Palawan Brgy Salvacion Covered Court, Busuanga, Palawan Meals: AM Snacks, Lunch, PM Snacks Guaranteed Pax: 160 Plated: AM Snacks and PM Snacks (with cold beverages Buffet: Lunch (Minimum of 3 Viands with soup, dessert/fruits and cold drinks, no repetition of meals.			
3	85	pax	Activity: Community Volunteers Training (CVT) -Financial Management Date: October 27-29, 2021 - clustered per day) Venue: Municipal Covered Court, Busuanga, Palawan Meals: AM Snacks, Lunch, PM Snacks Guaranteed Pax: 80 Plated: AM Snacks and PM Snacks (with cold beverages Buffet: Lunch (Minimum of 3 Viands with soup, dessert/fruits and cold drinks, no repetition of meals.			
4	116	pax	Activity: Organizational Development and Management (ODM) Date: November 4-5, 2021 - (clustered per day) Venue: Municipal Covered Court and Barangay Salvacion Covered Court, Busuanga, Palawan Meals: AM Snacks, Lunch, PM Snacks Guaranteed Pax: 110 Plated: AM Snacks and PM Snacks (with cold beverages			
5	60	pax	Activity: Sustainability Planning Workshop (SPW) Date: December 9-10, 2021 - (30pax x 2 days) Venue: Municipal Covered Court, Busuanga, Palawan Meals: AM Snacks, Lunch, PM Snacks Guaranteed Pax: 55 Plated: AM Snacks and PM Snacks (with cold beverages Buffet: Lunch (Minimum of 3 Viands with soup, dessert/fruits and cold drinks, no repetition of meals.			
6	60	pax	Activity: Municipal Accountability Reporting (MAR) Date: December 7-8, 2021 - (30pax x 2 days) Venue: Municipal Covered Court, Busuanga, Palawan Meals: AM Snacks, Lunch, PM Snacks Guaranteed Pax: 55 Plated: AM Snacks and PM Snacks (with cold beverages Buffet: Lunch (Minimum of 3 Viands with soup, dessert/fruits and cold drinks, no repetition of meals.			
Approved Budget Cost: Php201,950.00 ****Nothing Follows**** ***Page 1 of 1***				"Failure to indicate information could be basis for non-compliance."		

PURPOSE: Training on Community Empowerment Activity Cycle (CEAC) in National Community Driven Development Program (NCDDP) - Additional Financing for Local Government Units (LGU) and Community Volunteers

PR No.: 2021-09-0073

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: 5338-8107 local 24052

(Signature over printed name)
Supplier

VAT
 Non-VAT