

REQUEST FOR QUOTATION

RFQ No. 2021-10-0103  
Date: November 16, 2021

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

Sir/Madam:

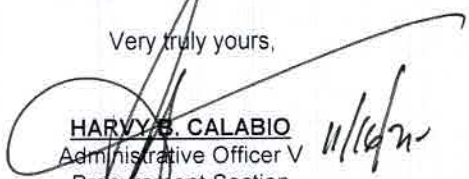
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures 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

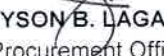
Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or **fax it through numbers: (02) 5336-8107 local 24052 or email to: kc4bprocurement2@gmail.com** not later than **5:00PM on November 19, 2021 (Friday)**


Very truly yours,

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

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 Five (5) days upon received of approved P.O
- Place of Delivery: Diwata Hall, Municipal Compound, Bgy. Alfonso XIII, Quezon, Palawan
- 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 (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. 2021-10-0103** from DSWD MIMAROPA Region intended for  
**catering for Technical Working Group Session and Checkpoints. [ Quezon, Palawan ]**

**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.



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 Electronic System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register"

RFQ No.: 2021-10-0103

Date: \_\_\_\_\_

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

MOP: SHOPPING FOR non CONSULTING SERVICES

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
1	18	pax	Activity: Technical Working Group Session and Checkpoints Date: December 8-10, 2021 (3 days) Venue: Diwata Hall, Municipal Compound, Bgy. Alfonso XIII, Quezon, Palawan Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 18 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 2 viands with soup, dessert/fruits and cold drinks, no repetition of meals) Approved Budget Cost: Php 21,600.00 ***Nothing Follows*** ***Page 1 of 1***		
			Place of Delivery: Diwata Hall, Municipal Compound, Bgy. Alfonso XIII, Quezon, Palawan Date of Delivery: Five (5) days upon received of approved P.O.		
			"Failure to indicate information could be basis for non-compliance."		

PURPOSE: catering for Technical Working Group Session and Checkpoints. [ Quezon, Palawan ]

PR No.: 2021-10-0103

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  
Telefax: 5336-8107 local 24052

\_\_\_\_\_  
(Signature over printed name)  
Supplier

VAT  
 Non-VAT