



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

REQUEST FOR QUOTATION

RFQ No. 2022-02-0067 NP-SVP
 Date: February 22, 2022

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, Mayor's 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) 5336-8106 to 07 loc. 24052 or email to: lglicop@dswd.gov.ph** not later than **5:00 PM on February 28, 2022 (Monday)**.

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 on: Month of JUNE and DECEMBER 2022
- Place of Delivery: DSWD FIELD OFFICE MIMAROPA-Conference Room (1680 F.T. Benitez St., cor. Malvar St., 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"**

LORETTA S. LICOP
 Procurement Officer

Telephone Number: 5336-8106 to 07 loc. 24051/52

 Signature Over Printed Name
 (Supplier)



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

RFQ N 2022-02-0067 NP-SVP

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 |
|-----------|-------------------|------------|---|---|-----------|------------|
| | | | CONDUCT OF SPECIAL/EMERGENCY REGIONAL MANAGEMENT COMMITTEE MEETINGS | | | |
| | | | Venue: DSWD FIELD OFFICE MIMAROPA REGIONAL CONFERENCE ROOM 1680 F.T. Benitez St., cor. Malvar St., Malate, Manila | | | |
| 1 | 13 | pax | CATERING SERVICE for 2 Meals and 2 Snacks | | | |
| 10 | Guaranteed | Pax | Date of Activity: Month of JUNE 2022 | | | |
| | | | TYPE and TIME OF SERVING: | | | |
| | | | BREAKFAST : 8:00 am - BUFFET Style | | | |
| | | | Consist of THREE Main Course and Provision of Milk, Coffee, Cereals, Eggs, Sandwiches, Infused Water and Fresh Fruits | | | |
| | | | AM SNACK : 9:30 am - PLATED | | | |
| | | | LUNCH : 11:30 am - BUFFET STYLE | | | |
| | | | TWO Main Course and One Vegetable Viand, Desserts and Drinks | | | |
| | | | PM SNACK : 3:00 pm - PLATED | | | |
| | | | Approved Budget for the Contract: Php 10,400.0 | | | |
| 2 | 13 | pax | CATERING SERVICE for 3 Meals and 2 Snacks | | | |
| 10 | Guaranteed | Pax | Date of Activity: Month of DECEMBER 2022 | | | |
| | | | TYPE and TIME OF SERVING: | | | |
| | | | BREAKFAST : 8:00 am - BUFFET Style | | | |
| | | | Consist of THREE Main Course and Provision of Milk, Coffee, Cereals, Eggs, Sandwiches, Infused Water and Fresh Fruits | | | |
| | | | AM SNACK : 9:30 am - PLATED | | | |
| | | | LUNCH : 11:30 am - BUFFET STYLE | | | |
| | | | TWO Main Course and One Vegetable Viand, Desserts and Drinks | | | |
| | | | PM SNACK : 3:00 pm - PLATED | | | |
| | | | DINNER : 5:00 am - BUFFET STYLE | | | |
| | | | TWO Main Course and One Vegetable Viand, Desserts and Drinks | | | |
| | | | Approved Budget for the Contract: Php 14,300.00 | | | |
| | | | INCLUSIONS FOR EVERY MEETING: | | | |
| | | | FREE Flowing of Coffee/Candies/Nuts/Milo | | | |
| | | | NOTE: | | | |
| | | | *Caterer shall submit proposed Menu of the day one (1) week before the scheduled activity | | | |
| | | | *End-user shall inform the Service Provider one to two weeks the exact date prior to the conduct of the activity | | | |
| | | | *****NOTHING FOLLOWS***** | | | |
| | | | TOTAL APPROVED BUDGET FOR THE CONTRACT: Php 24,700.00 | | | |
| | | | PAGE 1 OF 1 | | | |
| | | | | Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification | | |
| | | | | *allure to indicate information could be basis for non-compliance." | | |

PURPOSE: CATERING SERVICES FOR THE SPECIAL/EMERGENCY REGIONAL MANAGEMENT COMMITTEE MEETING on JUNE and DECEMBER 2022

PR No.: 2022-02-0067 NP-SVP

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 bidings.

LORETITA S. LICOP

Procurement Officer

Telephone Number: 5336-9108 to 07 loc. 24051/52

(Signature over printed name)

VAT
 Non-VAT