



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2022-03-0290 NP-SVP
Date: March 23, 2022

Company Name, 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.

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.

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: 5336-8106 to 07 loc. 24051-52 or email to: ejcnolasco@dswd.gov.ph not later than 5:00 PM on March 30, 2022 (Wednesday).

Very truly yours,
HARVY B. CALABIO
Administrative Officer V
Procurement Section

Terms and Conditions:

- 1. Award shall be made on per: [ ] item basis [X] total quoted price [ ] lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: MAY 25, 2022 (1st Semester) and SEPTEMBER 21, 2022 (2nd Semester)
4. Place of Delivery: Provincial Operations Facility, Palawan
5. Terms of Payment: within 15-30 days upon final inspection and acceptance
6. 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.
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"

EMMA JOY C. NOLASCO
Procurement Officer

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

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. 2022-03-0290  
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
			<b>CATERING SERVICES FOR CONSULTATION MEETING WITH LOCAL SOCIAL WELFARE AND DEVELOPMENT OFFICERS</b>			
			Preferred Venue: Provincial Operations Facility, Palawan			
1	52	pax	May 25, 2022 (1st Semester)			
2	52	pax	September 21, 2022 (2nd Semester)			
			45 guaranteed pax/sem			
			<b>Type of Meals:</b>			
			Am Snack, Lunch, PM Snack			
			<b>Serving Time:</b>			
			9:30am, 12:00nn, 3:00pm			
			<b>Type of Serving:</b>			
			Packed Meals (provincial office)			
			<b>Rules in Handling Food:</b>			
			Disposable Individually Wrapped Utensils (spoon, fork and tissue)			
			<b>Special Instructions:</b>			
			Supplier must be within the Province/Municipality			
			Do not include pork ingredients to all menu plan			
			<b>Menu Selection:</b>			
			Supplier to submit menu (minimum of rice, 2 viands, 1 vegetable, side dish, soup, dessert, drinks)			
			No repeating of meal per menu			
			<b>Inclusion:</b>			
			Free flowing coffee, drinking water and candies			
			<b>*****NOTHING FOLLOWS*****</b>			
			<b>APPROVED BUDGET FOR THE CONTRACT: Php52,000.00</b>			
				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: CATERING SERVICES FOR CONSULTATION MEETING WITH LOCAL SOCIAL WELFARE AND DEVELOPMENT OFFICERS  
PR No.: 2022-03-0290

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