



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

REQUEST FOR QUOTATION

RFQ No. 2022-04-0068 NP SVP
 Date: May 30, 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: ircmuyana@dswd.gov.ph** not later than **5:00 PM on June 02, 2022 (THURSDAY)**.

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

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
 06 June 2022, 27 June 2022, 04 July 2022, 01 August 2022, 05 September 2022, 26 September 2022,
- Services shall be delivered on: 03 October 2022, 07 November 2022, 05 December 2022, 12 December 2022, 15 June 2022, 14 September 2022, 14 December 2022
- Place of Delivery: 1680 F.T. Benitez corner Malvar Sts., 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"

JOSE ROGELIO C. MUYANA
 Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052
 Contact Number: 09494946942

 Signature Over Printed Name
 (Supplier)



REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I _____, of

_____ has received the **Request for**

Quotation RFQ No. **2022-04-0068** from DSWD MIMAROPA Region intended for the

Catering for Regional Program Management Office Meetings (UH and RPMT)

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.



RFQ No. 2022-04-0068
Date:

MOP: SHOPPING

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

Item No.	Qty.	Unit	Item Description	Bidder's Specifications	Unit Cost	Total Cost
1	10	pax	<p>Activity: Regional Project Management Office (RPMO) Unit Heads Meetings</p> <p>Date: 06 June 2022 27 June 2022 04 July 2022 01 August 2022 05 September 2022 26 September 2022 03 October 2022 07 November 2022 05 December 2022 12 December 2022</p> <p>Venue: Conference Room, Field Office, Malate Manila (Face-to-Face) and/or virtual conference via Google meet.</p> <p>Meals: AM Snack, Lunch & PM Snack</p> <p>Guaranteed Pax: 10</p> <p>Plated: AM and PM Snacks (with cold beverage)</p> <p>Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks, no repetition of meals)</p>			
2	45	pax	<p>Activity: Regional Project Management Team (RPMT) Meetings</p> <p>Date: 15 June 2022 14 September 2022 14 December 2022</p> <p>Venue: Conference Room, Field Office, Malate Manila (Face-to-Face) and/or virtual conference via Google meet.</p> <p>Meals: AM Snack, Lunch & PM Snack</p> <p>Guaranteed Pax: 42</p> <p>Plated: AM and PM Snacks (with cold beverage)</p> <p>Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks, no repetition of meals)</p> <p style="text-align: center;">Approved Budget Cost: Php 117,500.00 ****Nothing Follows**** ***Page 1 of 1***</p> <p>Date of Delivery: 06 June 2022, 27 June 2022, 04 July 2022, 01 August 2022, 05 September 2022, 26 September 2022, 03 October 2022, 07 November 2022, 05 December 2022, 12 December 2022, 15 June 2022, 14 September 2022, 14 December 2022</p> <p>Location of Delivery: 1680 F.T. Benitez corner Malvar Sts., Malate, Manila</p> <p>Contact Person: Jose Rogelio C. MUYANA Contact Number: 09494946942</p> <p style="text-align: center;">Approved Budget for Contract: Php 117,500.00 (One Hundred Seventeen Thousand and Five Hundred Pesos only)</p>			
				<p>"Failure to indicate information could be basis for non-compliance." Please indicate the brand being offered</p>		

PURPOSE: Catering for Regional Program Management Office Meetings (UH and RPMT)

PR No.: 2022-04-0068

JOSE ROGELIO C. MUYANA
Procurement Officer
Telefax: 5336 8106 to 07 loc. 24052
Contact Number: 09494946942

(Signature over printed name)
Supplier

VAT
 Non-VAT

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. 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.