



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

REQUEST FOR QUOTATION

RFQ No. 2022-04-0062 NP-SVP  
Date: 5.5.22

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: [jcgaga-a@dswd.gov.ph](mailto:jcgaga-a@dswd.gov.ph) not later than 5:00 PM on May 11, 2022 (WEDNESDAY).

Very truly yours,  
**HARVY B. GALABIO** 5.5.22  
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
- Services shall be delivered on: June 7, 8, 9, 10, 16, 17, 27, 28 2022
- Place of Delivery: Old Municipal Building San Fernando Romblon
- 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](http://www.philgeps.gov.ph) to register"**

**JERICO C. GAGA-A**  
Procurement Officer  
Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09652364341

Signature Over Printed Name  
(Supplier)





DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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

RFQ No. 2022-04-0062

Date:

MOP: NP-SVP

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	82	pax	Activity: Community Volunteers Training Date: June 7, 8, 9 & 10 2022 (4 days) Venue: Municipal Plaza, Barangay Poblacion, San Fernando, Romblon Meals: AM Snacks, Lunch & PM Snack Guaranteed Pax: 82 Plated: AM and PM Snacks (w/ cold beverage) Buffet: Lunch(Minimum of 3 viands w/ soup, dessert/fruits and cold drinks, no repetition of meals)			
2	46	pax	Activity: Operation and Maintenance Training Date: June 16 & 17, 2022 (2 days) Venue: Municipal Plaza, Barangay Poblacion, San Fernando, Romblon Meals: AM Snacks, Lunch & PM Snack Guaranteed Pax: 46 Plated: AM and PM Snacks (w/ cold beverage) Buffet: Lunch(Minimum of 3 viands w/ soup, dessert/fruits and cold drinks, no repetition of meals)			
3	42	pax	Activity: Barangay Accountability Reporting Date: June 27 & 28, 2022 (2 days) Venue: Municipal Plaza, Barangay Poblacion, San Fernando, Romblon Meals: AM Snacks, Lunch & PM Snack Guaranteed Pax: 42 Plated: AM and PM Snacks (w/ cold beverage) Buffet: Lunch(Minimum of 3 viands w/ soup, dessert/fruits and cold drinks, no repetition of meals) ***Nothing Follows***  Location of Delivery: Old Municipal Building San Fernando Romblon Contact Person: REMEZES D. BERNACER  Approved Budget Cost: Php 176,400.00 (One Hundred Seventy Six Thousand Four Hundred)			
				"Failure to indicate information could be basis for non-compliance." Please indicate the brand being offered		

**PURPOSE:** Catering for Learning and Development Intervention on Community Empowerment Activity Cycle (CEAC) in National Community Driven Development Program (NCDDP); Additional Financing for Local Government Units (LGU) and Community Volunteers (Face-to-Face) in San Fernando, Romblon

PR No.: 2022-04-0062

JERICO C. GAGA-A  
 Procurement Officer  
 Telefax: 5336-8106 to 07 loc. 24052  
 Contact Number: 09652364341

(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.



**REQUEST FOR QUOTATION RECEIVING FORM**

I Hereby certify that I \_\_\_\_\_, of

\_\_\_\_\_ has received the **Request for**

**Quotation RFQ No.** 2022-04-0062 from DSWD MIMAROPA Region intended for the

**Catering for Learning and Development Intervention on Community Empowerment Activity Cycle (CEAC) in National Community Driven Development Program (NCDDP); Additional Financing for Local Government Units (LGU) and Community Volunteers (Face-to-Face) in San Fernando, Romblon**

**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.