



REQUEST FOR QUOTATION

RFQ No. 2022-05-0072 NP SVP

Date: May 31, 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: jrcmuyana@dswd.gov.ph** not later than **5:00 PM on June 07, 2022 (TUESDAY)**.

Very truly yours,
HARVY B. GALABIO
Administrative Officer V *5-31-22*
Procurement Section Head

Terms and Conditions:

1. Award shall be made on per: item basis total quoted price lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: June 23, 2022, July 20 & 21, 2022, September 7 & 22, 2022, November 11, 2022
4. Place of Delivery: Municipal covered Court, Mun. Compound, San Teodoro, Or. Mdo.
5. 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**
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. 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.
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"

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. **2022-05-0072** from DSWD MIMAROPA Region intended for the

Catering Services for the conduct of CEAC activities for the implementation of KALAHI CIDSS NCDDP - AF, Phase 1, in municipality of San Teodoro, Oriental Mindoro

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. 2022-05-0072
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	26	pax	<p>Activity: MIAC Technical Review Date: June 23, 2022 Venue: Municipal covered Court, Mun. Compound, San Teodoro, Or. Mdo. Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 26 Pax Plated: AM & PM Snacks (with Cold beverage) Buffet: Lunch(minimum of 3 viands with dessert/fruits and cold drinks)</p>			
2	103	pax	<p>Activity: Community Volunteers' Training for Procurement & Infra & Safety; and Community Based Financial management Date: July 20 & 21, 2022 Venue: Claro Patulan Hall, Municipal Covered Court; and San Teodoro Central School Covered Court Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 103 Pax Plated: AM & PM Snacks (with Cold beverage) Buffet: Lunch(minimum of 3 viands with dessert/fruits and cold drinks)</p>			
3	33	pax	<p>Activity: Operation and Maintenance Training Date: September 7, 2022 Venue: Municipal Covered Court Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 33 Pax Plated: AM & PM Snacks (with Cold beverage) Buffet: Lunch(minimum of 3 viands with dessert/fruits and cold drinks)</p>			
4	33	pax	<p>Activity: Sustainability Planning Workshop (SPW) Date: September 22, 2022 Venue: Municipal Covered Court Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 33 Pax Plated: AM & PM Snacks (with Cold beverage) Buffet: Lunch(minimum of 3 viands with dessert/fruits and cold drinks)</p>			
5	44	pax	<p>Activity: Municipal Accountability Reporting (MAR) Date: November 11, 2022 Venue: Municipal Covered Court Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 44 Pax Plated: AM & PM Snacks (with Cold beverage) Buffet: Lunch(minimum of 3 viands with dessert/fruits and cold drinks) ****Nothing Follows****</p> <p>Date of Delivery: June 23, 2022, July 20 & 21, 2022, September 7 & 22, 2022, November 11, 2022 Location of Delivery: Municipal covered Court, Mun. Compound, San Teodoro, Or. Mdo. Contact Person: GRACE Z. LACHICA Contact Number: 09772346835</p> <p>Approved Budget Cost: Php 119,700.00 (One Hundred Nineteen Thousand and Seven Hundred Pesos only)</p>			
				<p>"Failure to indicate information could be basis for non-compliance." Please indicate the brand being offered</p>		

PURPOSE: Catering Services for the conduct of CEAC activities for the implementation of KALAH I CIDSS NCDDP - AF, Phase 1, in municipality of San Teodoro, Oriental Mindoro

PR No.: 2022-05-0072

JOSE ROGELIO M. MUIYANA
Procurement Officer

Telefax: 5336-8106 to 071 loc. 24052
Contact Number: 09434946942

(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.