



REQUEST FOR QUOTATION

RFQ No. 2022-05-0074 NP-SVP  
Date: June 7, 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: [icgaga-a@dswd.gov.ph](mailto:icgaga-a@dswd.gov.ph)** not later than **5:00 PM on June 10, 2022 (Friday)**.

Very truly yours,  
**HARVY B. CALABIO**  
Administrative Officer V  
Procurement Section Head  
*5/7/22*

**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 21-24, August 10, 2022 & September 8, 2022**
- Place of Delivery: Magdiwang Public Plaza, Barangay Poblacion, Magdiwang, Romblon & Ipil Covered Court, Ipil, Barangay Ipil, Magdiwang 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. 2022-05-0074  
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	246	pax	Activity: Community Volunteers Training ✓ Date: June 21-24, 2022 ✓ Venue: Batch 1-Magdiwang Public Plaza, Barangay Poblacion, Magdiwang, Romblon Batch-2 Ipil Covered Court, Ipil, Barangay Ipil, Magdiwang Romblon Meals: AM Snacks, Lunch & PM Snack Guaranteed Pax: 236 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	64	pax	Activity: Operation and Maintenance Training ✓ Date: August 10, 2022 ✓ Venue: Magdiwang Public Plaza, Barangay Poblacion, Magdiwang, Romblon Meals: AM Snacks, Lunch & PM Snack Guaranteed Pax: 60 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	75	pax	Activity: Municipal Accountability Reporting Date: September 8, 2022 Venue: Magdiwang Public Plaza, Barangay Poblacion, Magdiwang, Romblon Meals: AM Snacks, Lunch & PM Snacks ✓ Guaranteed Pax: 70 ✓ 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: Magdiwang Public Plaza, Barangay Poblacion, Magdiwang, Romblon & Ipil Covered Court, Ipil, Barangay Ipil, Magdiwang Romblon			
			Approved Budget Cost: Php 134,750.00 (One Hundred Thirty-Four Thousand Seven Hundred Fifty Pesos Only)			
				"Failure to indicate information could be basis for non-compliance." Please indicate the brand being offered		
Page 1 of 1						

**PURPOSE:** Catering Services for the conduct of Community Volunteers Training(CVT) on procurement, Infrastructure, Safety and Finance, Operation and Maintenance Training (O&M), and Municipal Accountability Reporting (MAR) in Magdiwang, Romblon

PR No.: 2022-05-0074

JERICHO C. GAGA-A  
Procurement Officer

Telefax: 5338-8106 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. 2022-05-0074** from DSWD MIMAROPA Region intended for the

**Catering Services for the conduct of Community Volunteers Training(CVT) on procurement, Infrastructure, Safety and Finance, Operation and Maintenance Training (O&M), and Municipal Accountability Reporting (MAR) in Magdiwang, 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.