



RFQ No. 2022-05-0125

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	137	pax	Activity: Project Proposal Development Date: June 29 & 30, 2022 Venue: Municipal Function Hall, Barangay Poblacion, Magdiwang, Romblon Meals: AM Snacks, Lunch & PM Snack Guaranteed Pax: 130 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	71	pax	Activity: MIAC Technical Review Date: July 15, 2022 Venue: Magdiwang Public Plaza, Barangay Poblacion, Magdiwang, Romblon Meals: AM Snacks, Lunch & PM Snack Guaranteed Pax: 65 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	274	pax	Activity: Community Volunteers Training Date: July 26-29, 2022 Venue: Batch 1- Magdiwang Public Plaza, Barangay Poblacion, Magdiwang, Romblon Batch 2- Ipil Covered Court, Barangay Ipil, Magdiwang, Romblon Meals: AM Snacks, Lunch & PM Snack Guaranteed Pax: 268 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			
4	64	pax	Activity: Operation and Maintenance Training Date: September 20, 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			
5	79	pax	Activity: Sustainability Planning Workshop Date: October 25, 2022 Venue: Magdiwang Public Plaza, Barangay Poblacion, Magdiwang, Romblon Meals: AM Snacks, Lunch & PM Snacks Guaranteed Pax: 75 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*** Page 1 of 1  Approved Budget Cost: Php 281,250.00 (Two Hundred Eighty-One Thousand Two Hundred Fifty Pesos Only)  Page 1 of 1			"Failure to indicate information could be basis for non-compliance." Please indicate the brand being offered.

PURPOSE: Learning and Development interventions on Community Empowerment Activity Cycle (CEAC) in National Community Driven Development Program (NCDDP); Balik Probinsiya Bagong Pag Asa Program for Local Government Units (LGU) and Community Volunteers of Municipality of Magdiwang, Romblon. (Face-to-Face)

PR No.: 2022-05-0125

**JERICO C. SAGAA**  
Procurement Officer  
Telefax: 5336-8105 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

RFQ No. 2022-05-0125 NP-SVP  
Date: June 13, 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: [jcgaga-a@dswd.gov.ph](mailto:jcgaga-a@dswd.gov.ph)** not later than **5:00 PM on June 16, 2022 (Thursday)**.

Very truly yours,  
**HARVEY B. GALABIO**  
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 29-30, July 15, July 26-29, Sept 20, & Oct 25, 2022
- Place of Delivery: Municipal Function Hall, Barangay Poblacion, Magdiwang, Romblon & Magdiwang Public Plaza, Barangay Poblacion, Magdiwang, Romblon & Ipil Covered Court, 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"

**JERICHO C. GAGA-A**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09652364341

\_\_\_\_\_  
Signature Over Printed Name  
(Supplier)





**REQUEST FOR QUOTATION RECEIVING FORM**

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

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

**Quotation RFQ No. 2022-05-0125** from DSWD MIMAROPA Region intended for the

**Learning and Development Interventions on Community Empowerment Activity Cycle (CEAC) in National Community Driven Development Program (NCDDP); Balik Probinsiya Bagong Pag Asa Program for Local Government Units (LGU) and Community Volunteers of Municipality of Magdiwang, Romblon. (Face-to-Face)**

**Certified by:**

\_\_\_\_\_  
(Signature Over Printed Name of Supplier)  
Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**RFQ Delivered by:**

\_\_\_\_\_  
(Signature Over Printed Name of Carvasser)  
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.