



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2022-06-0077 NP-SVP
Date: July 18, 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.

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.

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 not later than 5:00 PM on July 21, 2022 (Thursday).

Very truly yours,
PACITA NOREN L. YBULG-VILLAZORDA
Administrative Officer IV
Procurement Section Head
JUL 19 2022

Terms and Conditions:

- 1. Award shall be made on per: [ ] item basis [x] total quoted price [ ] lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: August 3-5, September 28-29, October 26-27 & December 12-14, 2022
4. Place of Delivery: Covered Court, Poblacion, Looc, Romblon
5. Terms of Payment: within 15-30 days upon final inspection and acceptance
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.
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"

JERICHO 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  
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RFQ No. 2022-06-0077

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	35	Pax	Activity: Project Development Workshop (PDW) Date: August 3-5, 2022 Venue: Covered Court, Poblacion, Looc, Romblon Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 25 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks, no repetition of meals)			
2	57	Pax	Activity: Municipal Inter-Agency Committee (MIAC) Technical Review Date: September 28, 2022 Venue: Covered Court, Poblacion, Looc, Romblon Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 36 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks, no repetition of meals)			
3	38	Pax	Activity: MDRRMC Meeting Date: September 29, 2022 Venue: Covered Court, Poblacion, Looc, Romblon Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 30 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks, no repetition of meals)			
4		Pax	Activity: Community Volunteer's Training (CVT) Procurement/Infra & Finance Date: October 26-27, 2022 Venue: Covered Court, Poblacion, Looc, Romblon Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 70 (October 26-27, 2022) Guaranteed Pax: 55 (October 28, 2022) Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks, no repetition of meals)			
5	50	Pax	Activity: Operation and Maintenance Training (O and M) Date: December 12-14, 2022 Venue: Covered Court, Poblacion, Looc, Romblon Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 40 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks, no repetition of meals)  ***Nothing follows*** Approved Budget for the Contract: Php 179,950.00  (One Hundred Seventy-Nine Thousand Nine-Hundred Fifty Pesos Only)	"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 Looc, Romblon

**PR No.:** 2022-06-0077

**JERICO 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.** 2022-06-0077 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 Looc, Romblon**

**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.