



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

REQUEST FOR QUOTATION

RFQ No. 2022-06-0086 NP - SVP
Date: August 25, 2022

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Email Address : _____
Company TIN : _____
PhilGEPS Reg. No. : _____

Sir/Madam:

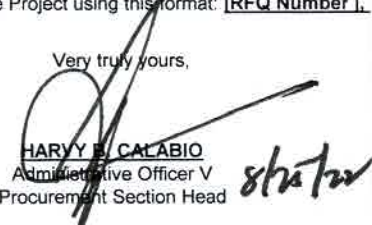
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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, PCAB License, 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 MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: jcgaga-a@dswd.gov.ph not later than 5:00 PM on September 01, 2022 (THURSDAY). Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: [RFQ Number], [Deadline of Submission].

Very truly yours,


HARRY B. CALABIO
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: September 26, 2022 , October 11-13, 2022 , November 3-4, 2022 , December 28-29, 2022
- Place of Delivery: 3rd Floor Municipal Hall Banton, Romblon & 3rd Floor Civic Center Banton, Romblon
- Terms of Payment: within 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 to register "


JERICHO C. GAGA-A
Procurement Officer

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

Signature Over Printed Name
(Supplier)



Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPSS). You may visit the PHILGEPSS website at www.philgeps.gov.ph to register

RFQ 2022-06-0086

Date: _____ (should be filled up by supplier)

MOP: NP- SVP

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Email Address : _____
Company TIN : _____
PhilGEPSS Reg. No. : _____

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided)	Unit Cost	Total Cost
1	75	pax	Activity: Municipal Inter-Agency Committee (MIAC) Technical Review Date: September 26, 2022 Venue: 3rd Floor Municipal Hall Banton, Romblon Meals: AM Snacks, Lunch & PM Snacks Guaranteed Pax: 70 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, dessert/fruits and cold drinks, no repetition of meals)			
2	236	pax	Activity: Community Volunteers Training (CVT) for Procurement, Infrastructure and Finance Date: October 11-13, 2022 Batch 1 (October 11): 79 pax Batch 2 (October 12): 79 pax Batch 3 (October 13): 78 pax Venue: 3rd Floor Civic Center Banton, Romblon Meals: AM Snacks, Lunch & PM Snacks Guaranteed Pax: 231 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, dessert/fruits and cold drinks, no repetition of meals)			
3	135	pax	Activity: Operation & Maintenance Training (O&M) Date: November 3-4, 2022 Batch 1 (November 3): 68 pax Batch 2 (November 4): 67 pax Venue: 3rd Floor Municipal Hall Banton, Romblon Meals: AM Snacks, Lunch & PM Snacks Guaranteed Pax: 130 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, dessert/fruits and cold drinks, no repetition of meals)			
4	60	pax	Activity: Sustainability Planning Workshop (SPW) Date: December 28, 2022 Venue: 3rd Floor Municipal Hall Banton, Romblon Meals: AM Snacks, Lunch & PM Snacks Guaranteed Pax: 55 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, dessert/fruits and cold drinks, no repetition of meals)			
5	60	pax	Activity: Municipal Accountability Reporting (MAR) Date: December 29, 2022 Venue: 3rd Floor Municipal Hall Banton, Romblon Meals: AM Snacks, Lunch & PM Snacks Guaranteed Pax: 55 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, dessert/fruits and cold drinks, no repetition of meals)			
			Nothing follows			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Two Hundred Fifty-Four Thousand Seven hundred Pesos only (Php 254,700.00)			
				Note: Please specify brand model/origin .Please fill up the space for Bidder's specification		
				"Failure to indicate information could be basis for non-compliance."		

PURPOSE: Learning and Development Intervention on Community Empowerment Activity Cycle (GEAC) in National Community Driven Development Program (NCDDP); Additional Financing for Local Government Units (LGU) and Community Volunteers of Municipality of Banton, Romblon, (Face-to-Face)

PR No.: 2022-06-0086

(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. 2022-06-0086 from DSWD MIMAROPA Region intended for the

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 of Municipality of Banton, Romblon. (Face-to-Face)

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.