



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

REQUEST FOR QUOTATION

RFQ No. 2022-11-1196 NP- SVP

Date: November 3, 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 on 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: lglicop@dswd.gov.ph not later than **5:00 PM on NOVEMBER 10, 2022 (THURSDAY)**. Quotations submitted to the different email addresses ss(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: [**Number**], [**Deadline of Submission**].

Very truly yours,


HARVY 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: NOVEMBER 15-18, 2022
- Place of Delivery: MULTI PURPOSE HALL, BRGY. 3, PALUAN, OCCIDENTAL MINDORO
- 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 "**


LORETTA G. LICOP

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

Signature Over Printed Name
(Supplier)



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

RFQ No. 2022-11-1196 NP- SVP

Date: _____ (should be filled up by supplier)

MOP: NP- SVP

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

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided)	Unit Cost	Total Cost
			CATERING SERVICES AND VENUE RENTAL FOR 4 Days (AM Snack, Lunch, and PM Snack)			
			CONDUCT OF THE CAPACITY BUILDING ACTIVITIES FOR ZERO HUNGER BENEFICIARIES IN PALUAN, OCCIDENTAL MINDORO			
			VENUE:			
			MULTI PURPOSE HALL, BRGY. 3, PALUAN, OCCIDENTAL MINDORO			
			DATE OF ACTIVITY:			
			NOVEMBER 15-18, 2022			
			DATE AND TITLE OF ACTIVITY:			
			NOVEMBER 15, 2022 - Basic Business Management Training			
			NOVEMBER 16, 2022 - Basic Accounting, Bookkeeping and Auditing			
			NOVEMBER 17-18, 2022 - Skills Training in Livestock Production			
1	25	pax	CATERING SERVICES			
			TYPE AND TIME OF SERVING:			
			AM SNACK: 9:30 am (Sandwich and Drinks)			
			LUNCH: 12:00 nn (2 Viands: Meat/Fish, Vegetables, Rice, Drinks, and Fruits)			
			PM SNACK: 2:30 pm (Pasta and Drinks)			
			NOTE:			
			*To serve Hot Meals			
			*No Repeating of Meals			
			*Service Provider to Submit Menu			
			Approved Budget for the Contract: Php 35,000.00			
2	1	venue	VENUE RENTAL for 4 Days			
			*Use of Fully Air-Conditioned Session Hall/Conference Room, Free Wi-Fi during Sessions, Spacious for 30 participants or more for physical distancing in compliance with Covid-19			
			*No Obstructing Pillars in the Conference Room			
			*Projector with Screen, Sound System with 2 Microphones, Electric Outlets, Extension Cords			
			*FREE Water and Coffee			
			*ACCESSIBLE for Transportation and In Case of Emergency Concerns			
			Approved Budget for the Contract: Php 35,000.00			
			*****NOTHING FOLLOWS*****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:	Note: Please specify brand model/origin .Please fill up the space for Bidder's specification		
			Seventy Thousand Pesos ONLY (Php 70,000.00)	"Failure to indicate information could be basis for non-compliance."		

PURPOSE: CATERING SERVICES AND VENUE RENTAL FOR THE CAPACITY BUILDING ACTIVITIES FOR ZERO HUNGER BENEFICIARIES IN PALUAN, OCCIDENTAL MINDORO

PR No.: 2022-11-1196 NP- SVP

VAT
 Non-VAT

(Signature over Printed name)
Supplier

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.