



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

REQUEST FOR QUOTATION

RFQ No. 2022-11-1197

Date: November 4, 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](mailto:lglicop@dswd.gov.ph) not later than **5:00 PM on NOVEMBER 11, 2022 (FRIDAY)**. Quotations submitted to the 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,

  
**HARVEY 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 23-25, 2022
- Place of Delivery: WITHIN NARRA, PALAWAN
- 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](http://www.philgeps.gov.ph) to register "**

  
**LORETTA G. LICOP**  
Procurement Officer  
Telefax: 5336-8106 to 07 loc. 24052

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



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RFQ No. 2022-11-1197

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<br>(Please fill out the specifications in the space provided)        | Unit Cost | Total Cost |
|-------------------------------------|------|------|--|--|-----------|------------|
| 1                                   | 35   | pax  | CATERING SERVICES FOR 3 DAYS (AM Snack, Lunch and PM Snack)  |  |           |            |
| 32 Guaranteed Pax for Every Session |      |      | CONDUCT OF CAPACITY BUILDING ACTIVITIES FOR FARMERS AND IRRIGATORS' FAMILIES IN THE MUNICIPALITY OF NARRA, PALAWAN TOWARDS SUSTAINED MICRO-ENTERPRISES |  |           |            |
|                                     |      |      | VENUE:   |  |           |            |
|                                     |      |      | WITHIN NARRA PALAWAN (LGU Counterpart)   |  |           |            |
|                                     |      |      | DATE OF ACTIVITY:  |  |           |            |
|                                     |      |      | NOVEMBER 23-25, 2022   |  |           |            |
|                                     |      |      | NOVEMBER 23, 2022: Registration, SLP Orientation and Intro to Zero Hunger Project (Module 1-MEDT)  |  |           |            |
|                                     |      |      | NOVEMBER 24, 2022: MEDT Module 2 - Deepening and Application of Resilient Livelihood Strategies  |  |           |            |
|                                     |      |      | NOVEMBER 25, 2022: Livelihood and Entrepreneurship Training  |  |           |            |
|                                     |      |      | TYPE AND TIME OF SERVING   |  |           |            |
|                                     |      |      | AM SNACK - 9:30 am   |  |           |            |
|                                     |      |      | LUNCH - 12:00 nn   |  |           |            |
|                                     |      |      | PM SNACK - 2:30 pm   |  |           |            |
|                                     |      |      | NOTE:  |  |           |            |
|                                     |      |      | *To serve Hot Meals  |  |           |            |
|                                     |      |      | *Service Prvider to Submit Menu  |  |           |            |
|                                     |      |      | *NO Repeating of Meals   |  |           |            |
|                                     |      |      | *****NOTHING FOLLOWS*****  |  |           |            |
|                                     |      |      | TOTAL APPROVED BUDGET FOR THE CONTRACT:  | Note: Please specify brand model/origin .Please fill up the space for Bidder's specification |           |            |
|                                     |      |      | Fifty-Two Thousand Five Hundred Pesos Only (Php 52,500.00)   | "Failure to indicate information could be basis for non-compliance."                         |           |            |

PURPOSE: CATERING SERVICES FOR THE CONDUCT OF CAPACITY BUILDING ACTIVITIES FOR FARMERS AND IRRIGATORS' FAMILIES IN THE MUNICIPALITY OF NARRA, PALAWAN TOWARDS SUSTAINED MICRO-ENTERPRISES

PR No.: 2022-11-1197

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.