



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

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Email Address \_\_\_\_\_  
Company TIN \_\_\_\_\_  
PhilGEPS Reg. No. \_\_\_\_\_

RFQ No. **KC-2023-03-0076**  
Date: **March 27, 2023**

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 (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnoritized Omnibus Sworn Statement in accordance with the attached format marked as Annex B**. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnoritized). 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: [kcmimaropa-procurement@dswd.gov.ph](mailto:kcmimaropa-procurement@dswd.gov.ph)** not later than **5:00 PM on April 3, 2023 (Monday)**. 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,

**HARVY B. GALABIO**  
Administrative Officer V  
Procurement Section Head

3/28/23


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: **Proposed date**
- Place of Delivery: **Barangay Poblacion, Magsaysay Evacuation Center**
- Terms of Payment: **within 30 days upon final inspection and acceptance**
- Pavment 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"**

**Ma. Kahlief Kristal M. Ferranco**  
Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09456535745/09152653142

Signature Over Printed Name  
(Supplier)



Procurement Form No. 04-A (Annex A)			DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT Field Office MiMaRoPa Region 1680 F.T. Benitez corner Malvar Sts., Malate, Manila		Annex A	
			<b>Note:</b> Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPS). You may visit the PHILGEPS website at <a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a> to register		<b>RFQ KC-2023-03-0076</b>	
Company Name _____ Company Address _____ Contact Person _____ Contact No. _____ Email Address _____ Company TIN _____ PhilGEPS Reg. No. _____			<b>Date:</b> _____ <b>MOP:</b> GOP		(Amount of Time to be supplied)	
Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) <small>NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". Failure to indicate information could be basis for non-compliance.</small>	Unit Cost	Total Cost
1	115	PAX	Activity: Catering Services for 1 meal and snacks for Community Volunteers Training			
	115	PAX	Date: April 17, 2023			
	115	PAX	Date: April 18, 2023			
	115	PAX	Date: April 19, 2023			
	115	PAX	Date: April 20, 2023			
			Venue: Magsaysay Evacuation Center Occidental Mindoro			
			Meals: AM Snacks, Lunch & PM Snack			
			Guaranteed Pax: 103			
			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	104	PAX	Activity: Catering Services for 1 meal and snacks for Operation and Maintenance Training			
			Date: May 18, 2023			
			Venue: Magsaysay Evacuation Center Occidental Mindoro			
			Meals: AM Snacks, Lunch & PM Snack			
			Guaranteed Pax: 92			
			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	50	PAX	Activity: Catering Services for 1 meal and snacks for Municipal Accountability Reporting			
			Date: August 03, 2023			
			Venue: Magsaysay Evacuation Center Occidental Mindoro			
			Meals: AM Snacks, Lunch & PM Snack			
			Guaranteed Pax: 55			
			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	50	PAX	Activity: Catering Services for 1 meal and snacks for Sustainability Planning Workshop			
			Date: August 04, 2023			
			Venue: Magsaysay Evacuation Center Occidental Mindoro			
			Meals: AM Snacks, Lunch & PM Snack			
			Guaranteed Pax: 55			
			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***			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Two Hundred Sixty-Five Thousand Six Hundred Pesos only (Php265,000.00)			
				Note: Please specify brand/model/origin.		
<b>PURPOSE:</b> Catering Services for Learning and Development Interventions 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 Magsaysay, Occidental Mindoro.						
<b>PR No.:</b> KC-2023-03-0076						
_____ (Signature over Printed name) Supplier					<input type="checkbox"/> VAT <input type="checkbox"/> Non-VAT	
<b>IMPORTANT:</b> 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.** KC-2023-03-0076 **from** DSWD MIMAROPA Region intended for the

**Catering Services for Learning and Development Interventions 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 Magsaysay, Occidental Mindoro.**

**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.