

REQUEST FOR QUOTATION

RFQ No. KC-2023-03-0078

Date: March 27, 2023

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 (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** not later than **5:00 PM on April 03, 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,

  
**HARVEY E. CALABIO**  
Administrative Officer V  
Procurement Section Head

28 March 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: (One activity will be scheduled) April 27-28, June 23, July 31, August 24 & 29, 2023
- Place of Delivery: Training Center, Gov. Alfredo E. Abueg Building, Bgy. Tubtub Brooke's Point 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 "

  
**JERICO C. GAGA-A**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09190976674

\_\_\_\_\_  
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](http://www.philgeps.gov.ph) to register

RFQ No.: KC-2023-03-0078

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) 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."	Unit Cost	Total Cost
1	56	pax	Activity: Catering Service for CEAC Activity - MIAC Technical Review			
			Date: To be scheduled			
			Venue: Liga Session Hall, Liga Building, Poblacion II, Brooke's Point, Palawan			
			Meals: AM and PM Snacks and Lunch			
			Guaranteed Pax: 50			
			Plated: AM and PM Snacks (with cold beverage)			
			Lunch: Buffet (3 main dish with soup, desserts/fruits and cold drinks)			
2			Activity: Catering Service for CEAC Activity - Community Volunteers Training			
	160	pax	Date: 27 April 2023			
	160	pax	Date: 28 April 2023			
			Venue: Training Center, Gov. Alfredo E. Abueg Building, Bgy. Tubtub Brooke's Point Palawan			
			Meals: AM and PM Snacks and Lunch			
			Guaranteed Pax: 144			
			Plated: AM and PM Snacks (with cold beverage)			
			Buffet: Lunch (3 main dish with soup, desserts/fruits and cold drinks, no repetition of meals)			
			Note: Different Set of Dishes per day			
3	36	pax	Activity: Catering Service for CEAC Activity - Operation and Maintenance Training			
			Date: 23 June 2023			
			Venue: Training Center, Gov. Alfredo E. Abueg Building, Bgy. Tubtub Brooke's Point Palawan			
			Meals: AM and PM Snacks and Lunch			
			Guaranteed Pax: 32			
			Plated: AM and PM Snacks (with cold beverage)			
			Buffet: Lunch (3 main dish with soup, desserts/fruits and cold drinks)			
4	45	pax	Activity: Catering Service for CEAC Activity - Municipal Fiduciary Workshop with Technical Session			
			Date: 31 July 2023			
			Venue: Training Center, Gov. Alfredo E. Abueg Building, Bgy. Tubtub Brooke's Point Palawan			
			Meals: AM Snack, Lunch & PM Snack			
			Guaranteed Pax: 39			
			Plated: AM and PM Snacks (with cold beverage)			
			Buffet: Lunch (3 main dish with soup, desserts/fruits and cold drinks)			
Page 1 of 2						
TOTAL APPROVED BUDGET FOR THE CONTRACT: Two Hundred Thirty-Nine Thousand Eight Hundred Fifty Pesos only (Php239,850.00)				Note: Please specify brand model/origin .		

PURPOSE:

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 Brooke's Point, Palawan

PR No.:

KC-2023-03-0078

☐ VAT  
☐ Non-VAT

(Signature over Printed name)  
Supplier



**Date:** \_\_\_\_\_ ( should be filled up by supplier )

MOP: NP - SVP

**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. **KC-2023-03-0078** 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 Brooke's Point, Palawan

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.