



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

REQUEST FOR QUOTATION

RFQ No. KC - 2023-03-0093 NP-SVP

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 unnotarized 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 unnotarized). The Certificate of Platinum Membership may be 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: [bfcumigad@dswd.gov.ph/kcmimaropa-procurement@dswd.gov.ph](mailto:bfcumigad@dswd.gov.ph/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,

  
HARVEY B. CALABIO  
Administrative Officer V  
Procurement Section Head

28 March 2023

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: on the proposed schedule
- Place of Delivery: Municipal Function Hall, Looc, Romblon
- Terms of Payment: within 30 days upon final inspection and acceptance  
Payment through LODAP-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 "

  
BRYAN F. CUMIGAD  
Procurement Officer

Contact Number: 09203446606

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



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MOP: NP-SVP

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Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
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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
			Catering services for 1 Meal and 2 Snacks for CEAC activities			
1	50	pax	Project Development Workshop			
			Date of serving : April 13 & 14, 2023			
			Municipal Function Hall, Looc, Romblon			
			Guaranteed pax: 45			
			Type of Serving:			
			Snacks for AM and PM: Plated, with Beverage			
			Lunch: Buffet ( 3 Main dish with soup, dessert and beverages)			
			Note: No repetition of Meals			
2	60	pax	Municipal Inter-Agency Committee (MIAC) Technical Review			
			Date of serving: May 18, 2022			
			Municipal Function Hall, Looc, Romblon			
			Guaranteed pax: 64			
			Type of Serving:			
			Snacks for AM and PM: Plated, with Beverage			
			Lunch: Buffet ( 3 Main dish with soup, dessert and beverages)			
3	69	pax	Community Volunteers Training for Procurement, Infra and Finance (Phase2)			
			Date of serving: May 29 & 30, 2023			
			Municipal Function Hall, Looc, Romblon			
			Guaranteed pax: 62			
			Type of Serving:			
			Snacks for AM and PM: Plated, with Beverage			
			Lunch: Buffet ( 3 Main dish with soup, dessert and beverages)			
			Note: No repetition of Meals			
4	63	pax	Operations and Maintenance Training			
			Date of serving: September 21 & 22, 2023			
			Municipal Function Hall, Looc, Romblon			
			Guaranteed pax: 56			
			Type of Serving:			
			Snacks for AM and PM: Plated, with Beverage			
			Lunch: Buffet ( 3 Main dish with soup, dessert and beverages)			
			Note: No repetition of Meals			
			***Page 1 of 2***			
			Approved Budget for the Contract			
			Three Hundred Sixty Thousand Pesos			
			Php360,000.00			
			Note: Please specify brand model/origin .			

PURPOSE: Catering Services for the conduct of 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 Looc, Romblon

PR No.: KC-2023-03-0093

☐ 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.





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5	58	Pax	<b>Sustainable Planning Workshop</b> Date of Serving: November 28, 2023 Municipal Function Hall, Looc, Romblon Guaranteed pax: 52 Type of Serving: Snacks for AM and PM: Plated, with Beverage Lunch: Buffet ( 3 Main dish with soup, dessert and beverages)			
6	58	Pax	<b>Municipal Accountability Reporting</b> Date of Serving: November 29, 2023 Municipal Function Hall, Looc, Romblon Guaranteed pax: 52 Type of Serving: Snacks for AM and PM: Plated, with Beverage Lunch: Buffet ( 3 Main dish with soup, dessert and beverages)			
7	80	Pax	<b>Municipal Fiduciary Workshop</b> Date of Serving: May 4 & 5, 2023 Municipal Function Hall, Looc, Romblon Guaranteed pax: 72 Type of Serving: Lunch: Buffet ( 3 Main dish with soup, dessert and beverages)			
8	50	Pax	<b>Municipal Inter-Agency Committee (MIAC) Meeting</b> Date of serving: June 28, 2023 and October 27, 2023 Municipal Function Hall, Looc, Romblon Guaranteed pax: 45 Type of Serving: Lunch: Buffet ( 3 Main dish with soup, dessert and beverages)			
			***Nothing follows***			
			***Page 2 of 2***			
			Approved Budget for the Contract			
			Three Hundred Sixty Thousand Pesos			
			Php360,000.00			
				Note: Please specify brand model/origin .		

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## REQUEST FOR QUOTATION (RFQ) RECEIVING FORM

I hereby certify that I \_\_\_\_\_, of \_\_\_\_\_ has received the Request for Quotation (RFQ No. \_\_\_\_\_) from DSWD MIMAROPA Region intended for \_\_\_\_\_ DSWD FO MIMAROPA \_\_\_\_\_.

**Certified by:**

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

Contact No: \_\_\_\_\_

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.*