

REQUEST FOR QUOTATION

RFQ No. **KC-2023-07-0235**

Date: **July 25, 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** 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 JULY 31, 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. 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: **Proposed date**
- Place of Delivery: **Within Banton, Romblon**
- 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"

**Ma. Kahliel Kristal M. Ferranco**

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09456535745/09152653142

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-2023-07-0235

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

MOP: SHOPPING FOR NON-CONSULTING SERVICES

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	60	PAX	Catering Service for 1 meal and 2 snacks for Project Proposal Development Workshop			
			Date: 31 July 2023			
			Venue: Within Banton, Romblon			
			Meals: AM Snack, Lunch, PM Snack, with Beverage			
			Guaranteed Pax: 54			
			Plated: AM and PM Snack with cold beverages			
			Lunch: Buffet ( 3 Main dish with soup, dessert and beverages)			
			Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks. No repetition of meals. Different Set of Dishes per day)			
2	45	PAX	Catering Service for 1 meal and 2 snacks for MDC Meeting for Criteria Setting Workshop			
			Date: 8 August 2023			
			Venue: Within Banton, Romblon			
			Meals: AM Snack, Lunch, PM Snack, with Beverage			
			Guaranteed Pax: 50			
			Plated: AM and PM Snack with cold beverages			
			Lunch: Buffet ( 3 Main dish with soup, dessert and beverages)			
			Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks. No repetition of meals. Different Set of Dishes per day)			
3	90	PAX	Catering Service for 1 meal and 2 snacks for MDC Meeting for Project Resource Allocation			
			Date: 22 August 2023			
			Date: 23 August 2023			
			Venue: Within Banton, Romblon			
			Meals: AM Snack, Lunch, PM Snack, with Beverage			
			Guaranteed Pax: 40 PAX per conduct of activity			
			Plated: AM and PM Snack with cold beverages			
			Lunch: Buffet ( 3 Main dish with soup, dessert and beverages)			
			Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks. No repetition of meals. Different Set of Dishes per day)			
			***Page 1 of 2***			
			***Nothing Follows***			
			Approved Budget for the Contract			
			Three Hundred Eighty-Seven Thousand Five Hundred			
			Pesos only			
			Php 387,500.00	Note: Please specify brand model/origin .		

PURPOSE: PURCHASE REQUEST FOR CATERING SERVICES FOR THE CONDUCT OF CEAC ACTIVITIES WITH MEALS FOR THE MUNICIPALITY OF BANTON, ROMBLON FOR THE KKB COMMUNITY GRANTS IMPLEMENTATION

PR No.: KC-2023-07-0235

(Signature over Printed name)  
Supplier



VAT  
Non-VAT

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.



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

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 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
4	420	PAX	Catering Service for 1 meal and 2 snacks for Community Volunteers' Training (CVT) Procurement & Infra, safety and Finance Operations & Maintenance Training			
			Date: 5 September 2023			
			Date: 6 September 2023			
			Date: 7 September 2023			
			Venue: Within Banton, Romblon			
			Meals: AM Snack, Lunch, PM Snack, with Beverage			
			Guaranteed Pax: 126 PAX per conduct of activity			
			Plated: AM and PM Snack with cold beverages			
			Lunch: Buffet ( 3 Main dish with soup, dessert and beverages)			
			Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks. No repetition of meals. Different Set of Dishes per day)			
5	120	PAX	Catering Service for 1 meal and 2 snacks for Operations and Maintenance Training			
			Date: 20 September 2023			
			Venue: Within Banton, Romblon			
			Meals: AM Snack, Lunch, PM Snack, with Beverage			
			Guaranteed Pax: 108			
			Plated: AM and PM Snack with cold beverages			
			Lunch: Buffet ( 3 Main dish with soup, dessert and beverages)			
			Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks. No repetition of meals. Different Set of Dishes per day)			
6	40	PAX	Catering Service for 1 meal and 2 snacks for Municipal Accountability Report & Functionality Audit and Sustainability Workshop			
			Date: 4 December 2023			
			Venue: Within Banton, Romblon			
			Meals: AM Snack, Lunch, PM Snack, with Beverage			
			Guaranteed Pax: 36			
			Plated: AM and PM Snack with cold beverages			
			Lunch: Buffet ( 3 Main dish with soup, dessert and beverages)			
			Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks. No repetition of meals. Different Set of Dishes per day)			
			***Page 2 of 2***			
			***Nothing Follows***			
			Approved Budget for the Contract			
			Three Hundred Eighty-Seven Thousand Five Hundred			
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## REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I \_\_\_\_\_, of \_\_\_\_\_ has received the **Request for**

**Quotation RFQ No.**                      **KC-2023-07-0235**                      from DSWD MIMAROPA Region intended for the

**PURCHASE REQUEST FOR CATERING SERVICES FOR THE CONDUCT OF CEAC ACTIVITIES WITH MEALS FOR THE MUNICIPALITY OF BANTON, ROMBLON FOR THE KKB COMMUNITY GRANTS IMPLEMENTATION**

**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.