



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

REQUEST FOR QUOTATION

RFQ No. 2024-02-0156 NP-LOV
Date: February 19, 2024

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Emai # : _____
Company TIN : _____
PhilGEPS Reg. No. : _____

Sir/Madam:

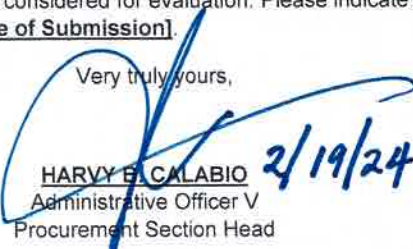
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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.

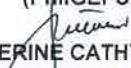
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: ccrvictorio@dswd.gov.ph not later than **5:00 PM on February 26, 2024 (Monday)**. Quotations submitted to different email 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: March 15, 2024
- Place of Delivery: Metro Manila
- 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 to register "


CATHERINE CATHY R. VICTORIO
Procurement Officer

Telefax: 5836-8106 to 07 loc. 24052
Contact Number: 09984746898

Signature Over Printed Name
(Supplier)



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RFQ No. 2024-02-0156

Date: (should be filled up by supplier)

MOP: NP-LOV

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	Unit Cost	Total Cost
			Catering Service with Venue for 1 day 73rd DSWD Anniversary Celebration			
			Venue: Metro Manila			
			Date: March 15, 2024			
			Ingress: 8:00 am / Egress: 5:00 pm			
1	1	venue	Event Venue inclusions:			
			with 364 seating capacity (with chairs and tables; table arrangements to be discussed with the end user)			
			venue with LED screen			
			with free use of lights (regular, spotlight, mood lights)			
			sound system			
			wifi			
			screen and projector ,microphones and microphone stand/podium			
			Philippine flag			
			with VIP holding area with free parking spaces			
			with service/admin/maintenance personnel with two attendants assigned to assist the team for the lights and sound system and other set-up			
			Preferred LED Specification: Wide Screen Set-up for Indoor Venue			
			1 set LED video display screen (70 panels wide screen)			
			9 feet (screen height) by 24 feet (screen length)			
			P6 (6mm) LED pixel pitch			
			Additional Requirements			
			Stage design/ Function hall styling			
			2 Tarpaulin (Size 8 x 12)			
			1 complimentary room for secretariat / organizing team			
			Approved Budget Cost: Php 400,600.00			
2	364	pax	Catering Service			
			328 guaranteed pax			
			Provision and time of serving:			
			Lunch: (12:00 nn)			
			Meal: 2 main dish (beef, chicken); 1 side dish (vegetable); 1 soup; 1 dessert (Plated, no pork)			
			Drink: Juice and Water			
			PM snack: (2:00 pm)			
			Meal: Pasta with Bread/ Filipino Delicacies (Plated, no pork)			
			Drink: Juice and Water			
			Additional:			
			Must have free flowing coffee & water during the activity			
			Note:			
			Caterer shall submit menu proposed of the day one (1) week before the scheduled activity			
			Food shall be freshly cooked and prepared on the day of the activity			
			Approved Budget Cost: Php 145,000.00			
			nothing follows			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Five Hundred Forty-Six Thousand Two Hundred Pesos Only (Php 546,200.00)			
				Note: Please specify brand model/origin .		

PURPOSE: 73rd DSWD Anniversary Celebration
PR No.: 2024-02-0147 NP-LOV

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.