



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

REQUEST FOR QUOTATION

RFQ No.: 2024-05-0430 NP-SVP
Date: May 20, 2024

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

Sir/Madam:

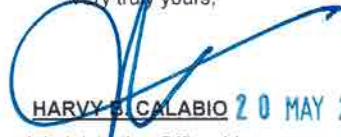
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures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

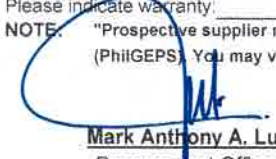
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila **or email to: maaluz@dswd.gov.ph** not later than **5:00 PM on May 27, 2024 (Monday)**. Quotations submitted to different email address(es) 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 20 MAY 2024
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: June 21, July 23-25, November 28, 2024
- Place of Delivery: DSWD Field Office MIMAROPA
- Terms of Payment: within 15-30 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"


Mark Anthony A. Luz
Procurement Officer

Telefax: 5328-5111 to 07 loc. 24052

Signature Over Printed Name
(Supplier)



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RFQ No.: 2024-05-0430

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	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 three (3) Learning Session					
1	25	PAX	Activity: Orientation on Travel Expense Monitoring Information System (TEMIS) Date: June 21, 2024 Guaranteed pax: 25 pax		
2	45	pax	Activity: Orientation on Electronic New Government Accounting System (eNGAS) / Electronic Budget System (eBudget) Date: July 23-25, 2024 Guaranteed pax: 45 pax		
3	25	pax	Activity: Orientation on Daily Time Record Management Information System Date: November 28, 2024 Guaranteed pax: 25 pax		
Venue: DSWD Field Office MIMAROPA Conference Room					
Type of Service: Manage Buffet, Plated or Packed					
Provisions:					
AM Snacks: 9:00 am (Plated/Packed) Pasta with bread or Cheeseburger with fries, canned or bottled beverages or other pinoy delicacies					
Lunch: 12:00 pm (Manage Buffet) Soup, rice, vegetable dish, 2 Meats or seafood dish, dessert					
PM Snacks: 3:00 pm (Plated/Packed) Pasta with bread or Cheeseburger with fries, canned or bottled beverages or other pinoy delicacies					
Notes:					
1. Provision of overflowing coffee					
2. Standby waiter/crew during the duration of activity					
3. Diet restrictions: NO PORK					
>>> NOTHING FOLLOWS<<<					
Contact Person : Ferdinand A. Dela Cruz - 09812072680					
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> TOTAL APPROVED BUDGET FOR THE CONTRACT Ninety Two Thousand Fives Hundred (Php 92,500.00) </div>					
				Note: Please specify brand model/origin.	

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PURPOSE: Catering service for the conduct of Information System Orientation - Digital transformation

PR No.: 2024-05-0430

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 Unit within three (3) days from the date advance copy was served thru fax. **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.