



REQUEST FOR QUOTATION

RFQ No.: 2024-10-0977 NP-LOV
Date: October 15, 2024

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

Sir/Madam:

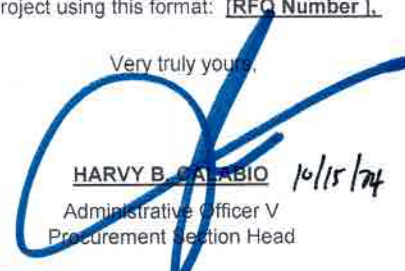
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 October 22, 2024 (Tuesday).** 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 10/15/24

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: November 21, 2024
- Place of Delivery: Calapan City, Oriental Mindoro
- 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)



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

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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	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 with Venue rental for 1 day					
			Activity:Catering with venue for the conduct of MIMAROPA's Dialogue and Consultation of Pillars of Juvenile Justice System of Oriental Mindoro		
			Preferred Venue: Calapan City, Oriental Mindoro		
			Date of Activity: November 21, 2024		
			Guaranteed pax: 60 pax		
1	60	pax	Catering for 1 day		
			Type of serving		
			AM Snack: 10:00 am (Plated) - Sandwich, Pasta, Softdrinks or juice, water		
			Lunch: 12:00 pm (Managed Buffet) - Minimum 2 viands with soup, dessert/fruits and cold drinks		
			PM Snack: 3:30 am (Plated) - Sandwich, Pasta, Softdrinks or juice, water		
			*Food to be served should have vegetables and fruits and can adjust for Muslims and non pork eater		
2	1	lot	Venue for 1 day		
			Fully airconditioned session hall/ Conference room spacious fo activities and can accommodate up to 60 participants or more with Physical Distancing		
			Structurally sound and safe for occupancy with enough fire exits, fire fighting equipments cctv,elevators and stairs		
			"No obstructing pillars in the Conference Hall/Room and should be high ceiling		
			Session Hall must be free distractive noise detrimental to th event		
			With registration area and free use of parking space		
			Free use of projector with screen, sound system with atleast 4 microphone outlets, extension cords, whiteboard,whiteboard marker and eraser		
			Free access and use of Wifi connection for conference		
			Free flowing of Brewed Coffee and Drinking Water		
			>>> Nothing Follows <<<		
			TOTAL APPROVED BUDGET FOR THE CONTRACT:		
			One Hundred Twenty Thousand Pesos Only		
			(Php 120,000.00)		
			Note: Please specify brand model/origin.		

PURPOSE: Catering with venue for the conduct of MIMAROPA's Dialogue and Consultation of Pillars of Juvenile Justice System of Oriental Mindoro

PR No.: 2024-10-0977

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.