



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Regional Office III  
Government Centre, Maimpis, City of San Fernando (P)

**REQUEST FOR QUOTATION**

**RFQ No. 2021-08-243**  
**PR No. 2021-08-502**

- \*COMPANY NAME : \_\_\_\_\_
- \*BUSINESS ADDRESS : \_\_\_\_\_
- \*CONTACT PERSON : \_\_\_\_\_
- \*CONTACT NUMBER : \_\_\_\_\_

Sir/Madam:

The DSWD Regional Office III, through its Procurement Section, hereby requests you to submit price quotations for the following items/services listed in Annex A (Form 04-A)/ Annex B (Form 04-B) for the procurement of;

**Title of Project: CATERING/FOOD SERVICE FOR THE CONDUCT OF "VIRTUAL TRAINING ON RESEARCH AND DEVELOPMENT (QUANTITATIVE APPROACH) ESSENTIALS OF SOCIAL WELFARE AND DEVELOPMENT RESEARCH" ON SEPTEMBER 1-3; 8-10, 2021 WITHIN PAMPANGA.**

Please quote using the business name indicated in your original receipt/sales invoice. Also, your quotation should be accompanied by adequate technical documentation and catalogue(s) and/or other printed materials or pertinent information for each item quoted if applicable.

To assist you in the preparation of your price quotation, we include the necessary technical specifications, required quantities and **TERMS AND CONDITIONS:**

1. **Technical Components:** Interested suppliers are required to submit the following;
  - Valid/Current Mayor’s Permit
  - Accomplished Certificate of Signatory (template provided)
  - Bank Details - Issuing Bank (preferably LBP) (template provided)
  - PhilGEPS Registration Number (if Red)/ PhilGEPS Certificate (if Platinum)
  - Latest Income/ Business Tax Return
  - Omnibus Sworn Statement
2. **ABC of Project: P 150,000.00**
3. **Award Basis:** Award shall be made to the supplier(s)/ service provider(s) on per:
 

Item Basis       Total Quoted       Lot Basis
4. **Place of Delivery:** Services requested shall be delivered at;
  - For Catering/Food Services – exact location of delivery stated in the Annex A Form
  - For Food and Venue – location of facility/venue of winning service provider
  - For Board and Lodging - location of facility/venue of winning service provider

\*at the expense of the supplier/service provider within the period specified below.
5. **Delivery Terms:** Services shall be rendered on the time and date of the activity specifically stated in the Annex A Form of this request.
6. **Deadline of Submission:** The DSWD Regional Office III, through its Procurement Section will receive duly accomplished quotations until \_\_\_\_\_, 2021. Quotations submitted beyond the deadline will not be accepted.
7. **Manner of Submission:** Your bid/quotation shall be submitted together with this form in
  - **Mail/Personal** – SEALED ENVELOPE with the following information written on the envelope = PR No., ABC of Project, Name/Title of Project, Supplier/Service Provider’s Business Name.
  - **E-mail** – send to [bacsecretariat.fo3@dswd.gov.ph](mailto:bacsecretariat.fo3@dswd.gov.ph) **ONLY (official email address of the BAC Secretariat)**
8. **Validity of the Offer:** Standard quotation(s) validity shall be for a minimum period of thirty (30) calendar days from the date of the submission of your bid/quotation thru the following manner to constitute ACCEPTANCE;
  - If submitted thru Mail/Personal appearance: to be stamped “RECEIVED” by a BAC/Procurement Representative
  - If submitted thru E-mail: to be acknowledged by a BAC/Procurement Representative

However, should you stipulate your own Offer Validity for the above-mentioned project on the Annex A/B form, the standard requirement above shall be superseded. If the **supplier/service provider** withdraw the quotation during the validity period and/or refuse to accept the award of a contract when and if awarded without an acceptable justification, then the supplier(s)/service provider(s) may be banned from participating with DSWD RO III's procurement for a minimum period of three (3) months.

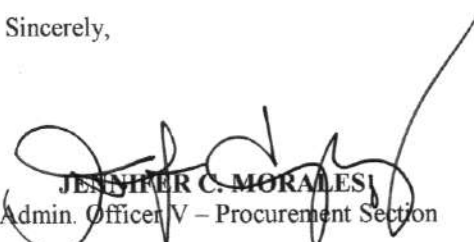
- 9. **Alterations:** Any interlineations, erasures or overwriting shall be valid **only if they are signed** by the supplier or any of its duly authorized representative(s).
- 10. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:
  - where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
  - where there is a miscalculation in the amount/s in figures in the total quoted award basis, the amount of bid as calculated by the BAC will prevail (base on the adjusted line item total per item)
  - If a Supplier refuses to accept the correction, his quotation will be rejected.
- 11. **Award of Purchase Order/Job Order:** The award shall be made to the bidder offering the lowest evaluated price that is responsive/meets the minimum technical and financial requirements or whatever is deemed most advantageous on the part of DSWD ROIII as determined by the Bids and Awards Committee (BAC).
- 12. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, a penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. If the **cumulative amount of liquidated damages** reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances. (2016 Revised IRR of R.A 9184 Annex "I" Guidelines on Termination of Contracts)
- 13. **Terms of Payment:** Payment shall be made within seven (7) to fifteen (15) working days thru Check (for first time suppliers) or LDDAP, only upon full delivery/performance of the items/materials/services and acceptance by the requisitioning unit and/or the inspection and acceptance committee and presentation & submission of complete documents to Finance Division. For Non-LBP Accounts, LDDAP service charge will be borne by the Supplier/Service Provider – thus encouraged to open Land Bank of the Philippines Account.
- 14. **Authenticity of Signatures:** The DSWD ROIII requests an accomplished copy of the **Certificate of Signatory Form** from your company to identify your duly authorized representatives and determine their respective signatures for security purposes. If you are a newly registered supplier, please request the form from our office and submit it together with your quotation.
- 15. **Disclosure of Affiliations:** If you have other businesses/companies/enterprises offering the same services as this transaction requires such as, but not limited to the procurement of Meals and Snacks, Lodging and Supplies/Equipment, please submit a disclosure statement which will act as formal certification to avoid collusive practices. Failure to disclose associate corporations/entities in the same line of business will result to blacklisting in DSWD ROIII's future biddings if found guilty upon investigation.

Further information can be obtained from:

Address : DSWD ROIII, DMGC, Brgy. Maimpis, San Fernando, Pampanga  
 Tele Fax : (045) 861-5630/2413 local 127  
 E-mail Address : bacsecretariat.fo3@dswd.gov.ph

Please acknowledge the receipt of this request letter which will serve as a formal letter of invitation to bid by affixing your signature below.

Sincerely,



**JENNIFER C. MORALES**  
 Admin. Officer V – Procurement Section

Concurred by:

\_\_\_\_\_  
**\*SUPPLIER/SERVICE PROVIDER**  
 (Signature over Printed Name)

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Remarks:

- Supplier/Service Provider submitted his/her bid before closing date/ Expressed interest to bid
- Supplier/ Service Provider did not submit his/her bid before closing date/Expressed disinterest to bid