



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

REQUEST FOR QUOTATION

RFQ No. 2022-03-129
PR No. 2022-03-320

*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: **Food and Venue for the conduct of "Policy and Plans Division Quarterly Meetings on April 22, June 24, August 26 and December 7, 2022 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 (50k above)
- 2. ABC of Project:** ₱ 73,500.00
- 3. Award Basis:** Award shall be made to the supplier(s)/ service provider(s) on per:

☐ Item Basis ☒ Lot Basis
- 4.** The procuring Entity reserves its right to reject bid or if already awarded, automatically cancel such award in case of failure to deliver all the items in its respective quantity and technical specifications in accordance with herein indicated award basis.
- 5. Place of Delivery:** Items/Materials requested shall be delivered at;
Within Pampanga at the expense of the supplier/service provider within the period specified below
- 6. Delivery Terms:** **Base on the Date of Activity** upon receipt of Purchase Order/Job Order/Contract/ Notice to Proceed. If the **supplier/service provider** failed to deliver or perform the services under the contract/PO **within five (5) days** without valid reason acceptable to the procuring entity (DSWD) the contract may be terminated through a notice to be issued by the Head of Procuring Entity (HOPE). The procuring entity shall then proceed to negotiate with the succeeding responsive supplier/s if applicable or any other available valid option subject to the Rules and Regulations of R.A. 9184.
- 7. Deadline of Submission:** The DSWD Regional Office III, through its Procurement Section will receive duly accomplished quotations until **March 30, 2022**. Quotations submitted beyond the deadline will not be accepted.
- 8. 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 your quotation / best offer ONLY to quotation.fo3@dswd.gov.ph
(The exclusive and official email address of the BAC Secretariat)
NOTE: Quotations / bids submitted to other emails of DSWD, Procurement Section and BAC Secretariat will be REJECTED. Please submit your quotation/bid/best offer before the cut-off time and date.
- 9. 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: A system generated email will be sent to confirm your submission.

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.

10. **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).
11. **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.
12. **Award of Purchase Order/Job Order:** The award shall be made to the bidder offering the lowest evaluated price that is responsive and 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).
13. **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)
14. **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.
15. **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.
16. **Brands and Model Numbers:** For supplies/goods, all bids must be quoted with a corresponding **brand** next to its quoted price. If the Manufacturer or Source your offer cannot be properly identified, the term “generic” should be stated for Goods/Supplies only. Likewise, all equipment (I.T., Furniture, Appliances, etc.) must have a specified brand offer with corresponding model number. Non-compliance of this provision will automatically disqualify your bid/quotation.
17. **Blacklisting and Suspension:** If the supplier/service provider withdraw the quotation during the validity period, refuse to accept the award of a contract when and if awarded without an acceptable justification, cancel or modify any item in its bid prejudicial to the best interest of the Government, 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.

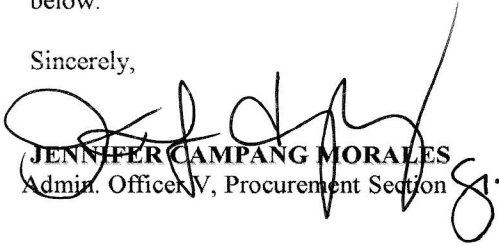
For any unsatisfactory performance, contract breach, Purchase Order deviation, the Uniform Guidelines on Blacklisting of Manufacturers, Suppliers, Distributors, Contractors and Consultants shall apply.

Further information can be obtained from:

Address	: DSWD ROIII, DMGC, Brgy. Maimpis, San Fernando, Pampanga
Tele Fax	: (045) 861-5630/2413 local 127
Website	: https://fo3.dswd.gov.ph/updates/
Email	: procurement.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 CAMPANG MORALES
Admin. Officer V, Procurement Section

Concurred by:

SUPPLIER/SERVICE PROVIDER
(Signature over Printed Name)

Remarks:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | - Supplier/Service Provider <i>submitted</i> his/her bid before closing date/ Expressed interest to bid |
| <input type="checkbox"/> | - Supplier/ Service Provider <i>did not submit</i> his/her bid before closing date/Expressed disinterest to bid |

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
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PRICE QUOTATION FORM

Please quote your lowest price for the package described below stating the shortest time of delivery, subject to the terms and conditions set forth on the Request For Quotation Form, and submit your quotation duly signed by your authorized representative (see letter "N" of Terms and Conditions in the RFQ Form) at Procurement Section, DSWD RO III, Gov't Center, Maimpis, City of San Fernando, Pampanga on or before 2022. The DSWD ROIII reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.


JENNIFER CAMPANG MORALES
Admin. Officer V., Procurement Section

A. PROJECT DETAILS

TITLE OF PROJECT : Food and Venue for the conduct of "Policy and Plans Division Quarterly Meetings on April 22, June 24, August 26 and December 7, 2022 within Pampanga.
ABC OF PROJECT : 73,500.00
REFERENCE PR NO. : 2022-03-320
RFQ NUMBER : 2022-03-129
REQUESTING OFFICE : PPD

B. QUOTE/OFFER

*NAME OF FIRM/OFFEROR :
*BUSINESS ADDRESS :
*CONTACT PERSON :
*CONTACT NUMBER :

*DATE :

[please accomplish the required field in red asterisk (" * ")]

Sir/Madam:

After having carefully read and accepted the Terms and Conditions as per attached RFQ, I/We quote you on the items/services at prices hereunder.

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS		UNIT COST	TOTAL COST
	1	LOT	FOOD AND VENUE			
			A. REQUEST INFO			
			Date: April 22, 2022			
			June 24, 2022			
			August 26, 2022			
			December 7, 2022			
			Provincial Location: Within Pampanga			
			Number of Days: Four (4) day			
			Number of Participants: Fifty (50) pax for April 22 and Sixty Five (65) pax for June 24, August 26 and December 7, 2022			
			Meals to be serve: Lunch			
			Type of Serving: Managed Buffet Type			
			B. FOOD/MENU			
			DAY 1 - APRIL 22, 2022			
	50	pax	LUNCH - (Lechon Kawali, Sinigang na hipon & Pinakbet with Rice and Juice)	300.00		
			DAY 2 - JUNE 24, 2022			
	65	pax	LUNCH - (Roast Beef, Buffalo Wings, Buttered Vegetables with Rice and Juice)	300.00		
			DAY 3 - AUGUST 26, 2022			
	65	pax	LUNCH - (Beef Broccoli, Chicken Inasal, Chopsuey with Rice and Juice)	300.00		
			DAY 4 - DECEMBER 7, 2022			
	65	pax	LUNCH - (Pork Sisig, Sweet and Sour Fish, Laing with Rice and Juice)	300.00		
			C. MINIMUM REQUIREMENTS			
			> Fully Air-conditioned Conference/Function Room that can accommodate the total no. of participants required per day, FREE OF CHARGE			
			> Every meal must have dessert			
			> Meal/snacks must be accompanied with drinks			
			> Every meal must have a minimum of two (2) main courses and one (1) vegetable dish			
			> Lunch ready for serving at 11:30am			
			> Has a standby personnel who will attend to needs			
			> Must be arranged in a classroom type			
			D. INCLUSIONS			
			> Provision of plastic spoon and forks			
			> Free use of Conference room			
			> Free flowing coffee			
			> Free LCD Projector			
			> High Quality Sound System with atleast two (2) microphones			
			> Availability of water dispensers (Hot and Cold)			
			> Fast and reliable internet connection			
			* NOTHING FOLLOWS *			
			APPROVED BUDGET FOR THE CONTRACT	TOTAL BID (Amount in Figures): (ABC)		73,500.00

AWARD BASIS: / / Item Basis / X / Lot Basis

The above-quoted prices are inclusive of all costs and applicable taxes.


MARK ANGELO C. BASILIO
Signature of Canvasser

*
SUPPLIER/SERVICE PROVIDER
(Signature Over Printed Name)

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TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "COMPLY" or "NOT COMPLY" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check on the SOC portion.

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B. QUOTE/OFFER

*NAME OF FIRM/OFFEROR : *DATE:
*BUSINESS ADDRESS :
*CONTACT PERSON :
*CONTACT NUMBER :

[please accomplish the required field in red asterisk (" * ")]

AWARD BASIS		TECHNICAL SPECIFICATIONS	BIDDER'S
ITEM NO.	SCOPE	(Purchaser's Required Specifications)	STATEMENT OF COMPLIANCE
1	LOT	FOOD AND VENUE	
		A. REQUEST INFO	
		Date: April 22, 2022	
		June 24, 2022	
		August 26, 2022	
		December 7, 2022	
		Provincial Location: Within Pampanga	
		Number of Days: Four (4) day	
		Number of Participants: Fifty (50) pax for April 22 and Sixty Five (65) pax for June 24, August 26 and December 7, 2022	
		Meals to be serve: Lunch	
		Type of Serving: Managed Buffet Type	
		B. FOOD/MENU	
		DAY 1 - APRIL 22, 2022	
		LUNCH - (Lechon Kawali, Sinigang na hipon & Pinakbet with Rice and Juice)	
		DAY 2 - JUNE 24, 2022	
		LUNCH - (Roast Beef, Buffalo Wings, Buttered Vegetables with Rice and Juice)	
		DAY 3 - AUGUST 26, 2022	
		LUNCH - (Beef Broccoli, Chicken Inasal, Chopsuey with Rice and Juice)	
		DAY 4 - DECEMBER 7, 2022	
		LUNCH - (Pork Sisig, Sweet and Sour Fish, Laing with Rice and Juice)	
		C. MINIMUM REQUIREMENTS	
		> Fully Air-conditioned Conference/Function Room that can accommodate the total no. of participants required per day, FREE OF CHARGE	
		> Every meal must have dessert	
		> Meal/snacks must be accompanied with drinks	
		> Every meal must have a minimum of two (2) main courses and one (1) vegetable dish	
		> Lunch ready for serving at 11:30am	
		> Has a standby personnel who will attend to needs	
		> Must be arranged in a classroom type	
		D. INCLUSIONS	
		> Provision of plastic spoon and forks	
		> Free use of Conference room	
		> Free flowing coffee	
		> Free LCD Projector	
		> High Quality Sound System with atleast two (2) microphones	
		> Availability of water dispensers (Hot and Cold)	
		> Fast and reliable internet connection	
		* NOTHING FOLLOWS *	

I hereby certify to comply with SOME / ALL of the above Technical Specification/s.

*
DEALER/SUPPLIER
(Signature Over Printed Name)