

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

REQUEST FOR QUOTATION

RFQ No. 2022-05-229  
PR No. 2022-05-526  
Mode of Procurement: NP-SVP

\*Company Name: \_\_\_\_\_  
\*Company Address: \_\_\_\_\_  
\*Contact Person: \_\_\_\_\_  
\*Contact No.: \_\_\_\_\_  
\*PhilGeps Reg. No.: \_\_\_\_\_

**\*REQUIRED. To avoid bid disqualification, please fill out all the items accordingly. Indicate "N/A" if not applicable. Thank you!**

**\*Title of the Project: Catering/Food Services for the conduct of Training on Creative Writing, Basic Photo Journalism and Basic Editing for Pantawid Pamilyang Pilipino Staff on May 23-27, 2022 within Pampanga.**

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 the exclusive manufacturer, distributor or agent in the Philippines for the goods listed **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. The **Certificate of PhilGEPS Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

Please accomplish and submit this from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or email to [quotation.fo3@dswd.gov.ph](mailto:quotation.fo3@dswd.gov.ph) not later than **12:00PM May 18, 2022**. 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] [Complete title of the Project]**. Bids submitted must be in **pdf format ONLY** clearly scanned in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

Very truly yours,

  
**JENNIFER CAMPANG – MORALES**  
Procurement Section Chief

**Terms and Conditions:**

- Award shall be made on per: ☐ Item Basis ☒ Lot Basis
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s/Activity shall be delivered within: Based on the Date of Activity
- Place of Delivery: Government Center, DSWD Main Building, Maimpis, CSFP
- Terms of Payment: Within Thirty (30) Calendar Days  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise 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, 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. Once 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.
- For goods, please indicate brand, model and country or origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty (If applicable): \_\_\_\_\_
- 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](http://www.philgeps.gov.ph) and register for free.

  
**Keilyn Joy Baltazar**

PPMU

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. 2022-05-229  
Date: \_\_\_\_\_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](http://www.philgeps.gov.ph) to register."

\*Company Name: \_\_\_\_\_  
 \*Company Address: \_\_\_\_\_  
 \*Contact Person: \_\_\_\_\_  
 \*Contact No.: \_\_\_\_\_  
 \*PhilGEPS Reg. No.: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	UNIT COST	TOTAL COST
	1	LOT	CATERING/FOOD SERVICES			
			<b>A. REQUEST INFO</b>			
			Date: May 23-27, 2022			
			Provincial Location: Within Pampanga			
			Exact Location of Delivery: Government Center, DSWD Main Building, Maimpis, CSFP			
			Number of Days: Five (5) Days			
			Number of Participants: Twenty Five (25) pax			
			Meals to be serve: AM Snacks, Lunch, PM Snacks			
			Type of Serving: Packed Meals and Snacks			
			<b>B. FOOD/MENU</b>			
			<b>DAY 1 - MAY 23, 2022</b>			
	25	pax	AM SNACKS - Chap Chae, Garlic Bread and Mineral Water			
	25	pax	LUNCH - Rice, Pork Crispy Kare-Kare, Fish Fillet, Chopsuey, Fruit Salad, Soda			
	25	pax	PM SNACKS - Ham and Chicken Sandwich, Coke			
			<b>DAY 2 - MAY 24, 2022</b>			
	25	pax	AM SNACKS - Palabok, Pandesal, Mineral Water			
	25	pax	LUNCH - Rice, Pork Tonkatsu, Sizzling Seafood, Mixed Veg. in Mushroom Sauce, Baked Desserts, Soda			
	25	pax	PM SNACKS - Arrozcaldo, Pandesal, Mineral Water			
			<b>DAY 3 - MAY 25, 2022</b>			
	25	pax	AM SNACKS - Baked Mac, Garlic Bread, Mineral Water			
	25	pax	LUNCH - Rice, Grilled Chicken in Cream, Pork Shanghai, Chopsuey, Fruit Salad, Soda			
	25	pax	PM SNACKS - Bacon and Egg Sandwich, Sprite			
			<b>DAY 4 - MAY 26, 2022</b>			
	25	pax	AM SNACKS - Homestyle Spaghetti with Mamon, Mineral Water			
	25	pax	LUNCH - Rice, Chicken Teriyaki, Pork Sisig, Sipo Egg, Bake Desserts, Soda			
	25	pax	PM SNACKS - Ham and Egg Sandwich, C2 Apple			
			<b>DAY 5 - MAY 27, 2022</b>			
	25	pax	AM SNACKS - Chap chae, Garlic Bread, Mineral Water			
	25	pax	LUNCH - Rice, Pork Crispy Kare-Kare, Fish Fillet, Chopsuey, Fruit Salad, Soda			
	25	pax	PM SNACKS - Ham and Chicken Sandwich, Coke			
			<b>C. MINIMUM REQUIREMENTS</b>			
			> Every Meal/Snacks must be accompanied with drinks			
			> Every Meal must be accompanied with dessert			
			> Every Meal/Snacks must have atleast two (2) Main Course and one (1) veg. dish			
			> Lunch ready for serving at 11:00am			
			> Snacks ready for serving at 9:00am and 2:30pm			
			> Provision of Plastic Spoon and Forks, Tissue or Table Napkin			
			> Provision of 3 in 1 Coffee with Stirrer and Cups			
			> On time delivery of meals			
			<b>Cost Parameter per Pax:</b>			
			AM Snacks - 100.00			
			Lunch - 300.00			
			PM Snacks - 100.00			
			<b>* NOTHING FOLLOWS *</b>			
			Approved Budget for the Contract: PhP 62,500.00			

PURPOSE: Catering/Food Services for the conduct of Training on Creative Writing, Basic Photo Journalism and Basic Editing for Pantawid Pamilyang Pilipino Staff on May 23-27, 2022 within Pampanga.PR No. 2022-05-526

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section. FAILURE to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings. Please re-check your bid. DSWD FO III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY".

*Jennifer C. Morales*  
 JENNIFER C. MORALES  
 Procurement Officer

Supplier