

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

REQUEST FOR QUOTATION

RFQ No. 2022-06-319
PR No. 2022-06-665
Mode of Proc: 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 SERVICE FRO THE CONDUCT OF GRIEVANCE REDNESS SYSTEM (GRS) TRAINING ON JULY 7 – 8, 2022 IN PANTABANGAN, NUEVA ECIJA**

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** not later than **3:00PM June 20, 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
- No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s/Activity shall be delivered within: July 7- 8, 2022
- Place of Delivery: Within Pantabangan, Nueva Ecija
- 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 and register for free.


Lunn Ejera

PPMU

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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."

RFQ No. 2022-06-319
 Date: _____
 *Delivery Date: July 7-8, 2022

*Company Name: _____
 *Company Address: _____
 *Contact Person: _____
 *Contact No.: _____
 *PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please State your Compliance)	UNIT COST	TOTAL COST
	1	LOT	CATERING/FOOD SERVICES			
			A. REQUEST INFO			
			Date: July 7 -8 , 2022			
			Provincial Location: Nueva Ecija			
			Exact Location of Delivery: Within Pantabangan , Nueva Ecija			
			Number of Days: Two (2) Days			
			Total No. of Participants: Fifty Seven (57) pax			
			Meals to be serve: AM Snacks, Lunch, PM Snacks			
			Type of Serving: Packed Meals & Snacks			
			B. FOOD/MENU			
			DAY 1 - July 7,2022			
	57	pax	AM SNACKS (Preferred Menu)			
	57	pax	LUNCH (Preferred Menu)			
	57	pax	PM SNACKS (Preferred Menu)			
			DAY 2 - July 8, 2022			
	57	pax	AM SNACKS (Preferred Menu)			
	57	pax	LUNCH (Preferred Menu)			
	57	pax	PM SNACKS (Preferred Menu)			
			C. MINIMUM REQUIREMENTS			
			> Every Meal/Snacks must be accompanied with drinks			
			> Lunch must have Dessert			
			> Lunch must have a minimum of Two (2) Main Course & One (1) Vegetables Dish			
			> Lunch ready for serving at 11:00am & Snacks ready for serving at 9:30am & 2:30pm			
			> On Time delivery of meals			
			> Provision of Free Flowing Coffee with free disposable cups and stirrer			
			> Provision of Packed Disposable Utensils			
			> Service Provider/Servers should be geared with hairnet, gloves and mask while serving the participants			
			Cost Parameter per Pax:			
			AM/PM Snacks - 100.00			
			Lunch - 300.00			
			* NOTHING FOLLOWS *			
			<i>Note: No negative feedback/record and or delay of delivery of Service Provider within Three (3) months</i>			
			Approved Budget for the Contract: PHP 57,000.00			

PURPOSE: Catering/Food Services for the conduct of "Grievance Redness System (GRS) Training" on July 7 - 8, 2022 in Pantabangan, Nueva Ecija

PR No. 2022-06-665

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance. 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 carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY". Thank you very much!


 JENNIFER G. MORALES
 Procurement Officer

 Supplier