

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

REQUEST FOR QUOTATION

RFQ No. 2022-06-310
PR No. 2022-06-644
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 FINANCIAL MANAGEMENT TRAINING FOR BP2
RETURNEES WHO WILL ENGAGE IN INCOME GENERATING PROJECT ON JUNE 20-21, 2022 IN LICAB, 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 **12:00nn June 17, 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: June 20-21, 2022
- Place of Delivery: Within Licab 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. 2022-06-310
 Date: _____
 *Delivery Date: June 20-21, 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: June 20 - 21, 2022 | | | |
| | | | Provincial Location: Nueva Ecija | | | |
| | | | Exact Location of Delivery: Within Licab, Nueva Ecija | | | |
| | | | Number of Days: Two (2) Days | | | |
| | | | Total No. of Participants: Ninety Six (96) pax | | | |
| | | | (Batch 1 : Forty (40) pax, Batch 2: Forty Three (43) pax, Training Team: Thirteen (13) pax) | | | |
| | | | Meals to be serve: Breakfast (for Training Team only) AM Snacks, Lunch, PM Snacks | | | |
| | | | Type of Serving: Packed Meals & Snacks | | | |
| | | | B. FOOD/MENU | | | |
| | | | DAY 1 - June 20, 2022 | | | |
| | 13 | pax | BREAKFAST (Preferred Menu) | | | |
| | 53 | pax | AM SNACKS (Preferred Menu) | | | |
| | 53 | pax | LUNCH (Preferred Menu) | | | |
| | 53 | pax | PM SNACKS (Preferred Menu) | | | |
| | | | DAY 2 - June 21, 2022 | | | |
| | 13 | pax | BREAKFAST (Preferred Menu) | | | |
| | 53 | pax | AM SNACKS (Preferred Menu) | | | |
| | 53 | pax | LUNCH (Preferred Menu) | | | |
| | 53 | pax | PM SNACKS (Preferred Menu) | | | |
| | | | D. MINIMUM REQUIREMENTS | | | |
| | | | D.1. FOOD AND VENUE | | | |
| | | | > 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 & 2:30 pm | | | |
| | | | > On Time delivery of meals | | | |
| | | | > Provision of Free Flowing Coffee with free disposable cups and stirrer | | | |
| | | | > Provision of Packed Disposable Utensils | | | |
| | | | Other Requirement: | | | |
| | | | > Service Provider/Servers should be geared with hairnet, gloves and mask while serving the participants | | | |
| | | | Cost Parameter per Pax: | | | |
| | | | Breakfast - 300.00 | | | |
| | | | AM/PM Snacks - 100.00 | | | |
| | | | Lunch - 300.00 | | | |
| | | | Dinner - 300.00 | | | |
| | | | * NOTHING FOLLOWS * | | | |
| | | | Note: No negative feedback/record and or delay of delivery of Service Provider within Three (3) months | | | |
| | | | Approved Budget for the Contract: PhP 62,300.00 | | | |

PURPOSE: Catering/Food Services for the conduct of "Financial Management Training for BP2 Returnees who will Engage in Income Generating Project" on June 20 - 21, 2022 in Licab, Nueva Ecija

PR No. 2022-06-644

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 C. MORALES
 Procurement Officer

Supplier