

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Regional Office III

Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2022-07-358  
PR No. 2022-06-756  
Mode of Proc: NP-SVP

\*Company Name: \_\_\_\_\_  
\*Company Address: \_\_\_\_\_  
\*Contact Person: \_\_\_\_\_  
\*Contact No.: \_\_\_\_\_  
\*Email Address: \_\_\_\_\_  
\*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 Dialogue with LGU's re: Formulation of Comprehensive Barangay Juvenile Interention Program (CBJIP) through Adaption of CLJIP 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 **3:00PM July 11, 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: See dates below
- Place of Delivery: DSWD FO III Annex Building Lobby, DMGC, Maimpis, City of San Fernando, Pampanga
- 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 G. Baltazar**

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](http://www.philgeps.gov.ph) to register."

RFQ No. 2022-07-358

Date:

\*Date of Activity: See dates below

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

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications	UNIT COST	TOTAL COST
	1	LOT	CATERING/FOOD SERVICES			
			<b>A. REQUEST INFO</b>			
			<b>Date:</b> August 1, 8, 15, 22, September 6, 8, 13, 15, 20, 22, 27, 29, 30, 2022			
			<b>Provincial Location:</b> Within Pampanga			
			<b>Exact Location of Delivery:</b> DSWD FO III Annex Building Lobby, DMGC, Maimpis, City of San Fernando, Pampanga			
			<b>Number of Days:</b> Thirteen (13) Separate Days			
			<b>Number of Participants:</b> Ten (10) pax			
			<b>Meals to be serve:</b> AM Snacks, Lunch, PM Snacks			
			<b>Type of Serving:</b> Packed Meals and Snacks			
			<b>B. FOOD/MENU</b>			
			<b>DAY 1 - AUGUST 1, 2022</b>			
	10	pax	<b>AM SNACKS</b> (preferred menu)			
	10	pax	<b>LUNCH</b> (preferred menu)			
	10	pax	<b>PM SNACKS</b> (preferred menu)			
			<b>DAY 2 - AUGUST 8, 2022</b>			
	10	pax	<b>AM SNACKS</b> (preferred menu)			
	10	pax	<b>LUNCH</b> (preferred menu)			
	10	pax	<b>PM SNACKS</b> (preferred menu)			
			<b>DAY 3 - AUGUST 15, 2022</b>			
	10	pax	<b>AM SNACKS</b> (preferred menu)			
	10	pax	<b>LUNCH</b> (preferred menu)			
	10	pax	<b>PM SNACKS</b> (preferred menu)			
			<b>DAY 4 - AUGUST 22, 2022</b>			
	10	pax	<b>AM SNACKS</b> (preferred menu)			
	10	pax	<b>LUNCH</b> (preferred menu)			
	10	pax	<b>PM SNACKS</b> (preferred menu)			
			<b>DAY 5 - SEPTEMBER 6, 2022</b>			
	10	pax	<b>AM SNACKS</b> (preferred menu)			
	10	pax	<b>LUNCH</b> (preferred menu)			
	10	pax	<b>PM SNACKS</b> (preferred menu)			
			<b>DAY 6 - SEPTEMBER 8, 2022</b>			
	10	pax	<b>AM SNACKS</b> (preferred menu)			
	10	pax	<b>LUNCH</b> (preferred menu)			
	10	pax	<b>PM SNACKS</b> (preferred menu)			
			<b>DAY 7 - AUGUST 13, 2022</b>			
	10	pax	<b>AM SNACKS</b> (preferred menu)			
	10	pax	<b>LUNCH</b> (preferred menu)			
	10	pax	<b>PM SNACKS</b> (preferred menu)			
			<b>DAY 8 - AUGUST 15, 2022</b>			
	10	pax	<b>AM SNACKS</b> (preferred menu)			
	10	pax	<b>LUNCH</b> (preferred menu)			
	10	pax	<b>PM SNACKS</b> (preferred menu)			



			<b>DAY 9 - SEPTEMBER 20, 2022</b>			
	10	pax	<b>AM SNACKS</b> (preferred menu)			
	10	pax	<b>LUNCH</b> (preferred menu)			
	10	pax	<b>PM SNACKS</b> (preferred menu)			
			<b>DAY 10 - SEPTEMBER 22, 2022</b>			
	10	pax	<b>AM SNACKS</b> (preferred menu)			
	10	pax	<b>LUNCH</b> (preferred menu)			
	10	pax	<b>PM SNACKS</b> (preferred menu)			
			<b>DAY 11 - SEPTEMBER 27, 2022</b>			
	10	pax	<b>AM SNACKS</b> (preferred menu)			
	10	pax	<b>LUNCH</b> (preferred menu)			
	10	pax	<b>PM SNACKS</b> (preferred menu)			
			<b>DAY 12 - SEPTEMBER 29, 2022</b>			
	10	pax	<b>AM SNACKS</b> (preferred menu)			
	10	pax	<b>LUNCH</b> (preferred menu)			
	10	pax	<b>PM SNACKS</b> (preferred menu)			
			<b>DAY 13 - SEPTEMBER 30, 2022</b>			
	10	pax	<b>AM SNACKS</b> (preferred menu)			
	10	pax	<b>LUNCH</b> (preferred menu)			
	10	pax	<b>PM SNACKS</b> (preferred menu)			
			<b>C. MINIMUM REQUIREMENTS</b>			
			> On time delivery of meals and snacks			
			> Every Meal/Snacks must be accompanied with bottled drinks			
			> Every Meal must have dessert			
			> Every Meal must have atleast two (2) main course and one vegetable dish			
			> Provision of spoon and fork			
			> <b>Lunch, AM and PM Snacks</b> must be delivered at <b>exactly 6:00AM</b>			
			<b>Cost Parameter:</b>			
			AM/PM Snacks - 100.00			
			Lunch - 300.00			
			<i>Note: No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.</i>			
			<b>Approved Budget for the Contract: PhP 65,000.00</b>			

**PURPOSE:** Catering/Food Services for the conduct of Dialogue with LGU's re: Formulation of Comprehensive Barangay Juvenile Interention Program (CBJIP) through Adaption of CLJIP within Pampanga.

**PR No.** 2022-06-756

**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