

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2022-07-431
PR No. 2022-07-891
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 Adoption and Foster Care Matching Conference.

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.

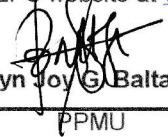
Please accomplish and submit this from together with **Annex A** and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or **email to quotation.fo3@dswd.gov.ph** not later than **3:00PM July 26, 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] [DEADLINE OF SUBMISSION]**. 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 Scheduled dates in Annex A
- Place of Delivery: DSWD FO III Extension Building, 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 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 to register."

RFQ No. 2022-07-431

Date: _____

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 *Contact No.: _____
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 *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: August 03, August 10, August 17, August 31, September 14, September 28, October 12, October 19, October 26, November 9, November 23, December 7, December 12, 2022			
			Provincial Location: Within Pampanga			
			Exact Location of Delivery: DSWD FO III Extension Bldg. Maimpis, City of San Fernando, Pampanga			
			Number of Days: Twelve (12) Days			
			Number of Participants: Twelve (12) pax			
			Meals to be serve: AM Snacks, Lunch, PM Snacks			
			Type of Serving: Packed Meals and Snacks			
			B. FOOD/MENU			
			DAY 1 - AUGUST 3, 2022			
	12	pax	AM SNACKS (preferred menu)			
	12	pax	LUNCH (preferred menu)			
	12	pax	PM SNACKS (preferred menu)			
			DAY 2 - AUGUST 10, 2022			
	12	pax	AM SNACKS (preferred menu)			
	12	pax	LUNCH (preferred menu)			
	12	pax	PM SNACKS (preferred menu)			
			DAY 3 - AUGUST 17, 2022			
	12	pax	AM SNACKS (preferred menu)			
	12	pax	LUNCH (preferred menu)			
	12	pax	PM SNACKS (preferred menu)			
			DAY 4 - AUGUST 31, 2022			
	12	pax	AM SNACKS (preferred menu)			
	12	pax	LUNCH (preferred menu)			
	12	pax	PM SNACKS (preferred menu)			
			DAY 5 - SEPTEMBER 14, 2022			
	12	pax	AM SNACKS (preferred menu)			
	12	pax	LUNCH (preferred menu)			
	12	pax	PM SNACKS (preferred menu)			
			DAY 6 - SEPTEMBER 28, 2022			
	12	pax	AM SNACKS (preferred menu)			
	12	pax	LUNCH (preferred menu)			
	12	pax	PM SNACKS (preferred menu)			
			DAY 7 - OCTOBER 12, 2022			
	12	pax	AM SNACKS (preferred menu)			
	12	pax	LUNCH (preferred menu)			
	12	pax	PM SNACKS (preferred menu)			
			DAY 8 - OCTOBER 19, 2022			
	12	pax	AM SNACKS (preferred menu)			
	12	pax	LUNCH (preferred menu)			
	12	pax	PM SNACKS (preferred menu)			

			DAY 9 - OCTOBER 26, 2022			
	12	pax	AM SNACKS (preferred menu)			
	12	pax	LUNCH (preferred menu)			
	12	pax	PM SNACKS (preferred menu)			
			DAY 10 - NOVEMBER 9, 2022			
	12	pax	AM SNACKS (preferred menu)			
	12	pax	LUNCH (preferred menu)			
	12	pax	PM SNACKS (preferred menu)			
			DAY 11 - NOVEMBER 23, 2022			
	12	pax	AM SNACKS (preferred menu)			
	12	pax	LUNCH (preferred menu)			
	12	pax	PM SNACKS (preferred menu)			
			DAY 12 - DECEMBER 7, 2022			
	12	pax	AM SNACKS (preferred menu)			
	12	pax	LUNCH (preferred menu)			
	12	pax	PM SNACKS (preferred menu)			
			DAY 13 - DECEMBER 12, 2022			
	12	pax	AM SNACKS (preferred menu)			
	12	pax	LUNCH (preferred menu)			
	12	pax	PM SNACKS (preferred menu)			
			C. MINIMUM REQUIREMENTS			
			> Every meal must have dessert			
			> Every Meal/Snacks must be accompanied with drinks			
			> Snacks ready for serving at 9:30AM and 2:30PM, Lunch at 11:00AM			
			> Every Meal must have atleast two (2) main courses			
			Cost Parameter:			
			Lunch - 300.00			
			PM Snacks - 100			
			* 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 78,000.00			

PURPOSE: Catering/Food Services for the conduct of Adoption and Foster Care Matching Conference.

PR No. 2022-07-891

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