

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

REQUEST FOR QUOTATION

RFQ No. 2022-09-592
PR No. 2022-09-1188
Mode of Procurement: 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 "Provision of meals for Incident Command Team, AICS Payout Team and Stakeholders Partners.**

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 Platinum 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 **8:00AM September 9, 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 of End User to Service Provider within Three (3) Months.
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s shall be delivered within: Based on Date of Activity
- Place of Delivery: DSWD Regional Office III, Extension Bldg. Crisis Intervention Section
- 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: _____
- 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.


Rio M. Odujan

PPMJ

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. 2022-09-592

Date:

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*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 |
|----------|------|------|--|---|-----------|------------|
| | | | CATERING/FOOD SERVICES | | | |
| | | | A. REQUEST INFO | | | |
| | | | Date: September 10, 17 & 24, 2022 | | | |
| | | | Provincial Location: Within Pampanga | | | |
| | | | Exact Location of Delivery: DSWD Regional Office III, Extension Bldg. Crisis Intervention Section | | | |
| | | | Number of Days: Three (3) days | | | |
| | | | Number of Participants: One Hundred Eighty (180) pax | | | |
| | | | Meals to be serve: Lunch | | | |
| | | | Type of Serving: Pack Meals (Lunch) | | | |
| | | | B. FOOD/MENU | | | |
| | | | DAY 1 - SEPTEMBER 10, 2022 | | | |
| | 180 | pax | LUNCH - (Roastbeef, Seafood Salpicao, Pork Liempo & Sipo Egg) | | | |
| | | | DAY 2 - SEPTEMBER 17, 2022 | | | |
| | 180 | pax | LUNCH - (Roastbeef, Seafood Salpicao, Pork Liempo & Sipo Egg) | | | |
| | | | DAY 3 - SEPTEMBER 24, 2022 | | | |
| | 180 | pax | LUNCH - (Roastbeef, Seafood Salpicao, Pork Liempo & Sipo Egg) | | | |
| | | | C. MINIMUM REQUIREMENTS | | | |
| | | | > Every meal must have dessert | | | |
| | | | > Every meal/snacks must be accompanied by drinks | | | |
| | | | > Every meal must have a minimum of three (3) main courses | | | |
| | | | > Lunch ready for serving at 10:00AM | | | |
| | | | > All utensils are disposable | | | |
| | | | > If you cannot provide the next menu on this request, an offer equivalent or higher (set menu to be provided) can be suggested at possible substitute subject the approval of requesting unit | | | |
| | | | Cost Parameter: | | | |
| | | | Lunch = 300.00 | | | |
| | | | * NOTHING FOLLOWS * | | | |
| | | | Approved Budget for the Contract: PHP 162,000.00 | | | |

PURPOSE: Catering/Food Services for the conduct of "Provision of meals for Incident Command Team, AICS Payout Team and Stakeholders Partners."

PR No. 2022-09-1188

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 sign the original P.O to show up and 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!

JENNIKER S. MORALES
 Procurement Officer

 Supplier