

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

REQUEST FOR QUOTATION

RFQ No. RHGGRFQ-2022-10
PR No. RHFG-2022- 135
Mode of Proc: 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: 2022 FOOD FOR 24TH FOUNDING ANNIVERSARY CELEBRATION OF REGIONAL HOME FOR GIRLS TO BE HELD AT RHFG COVERED COURT**

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 3pm November 2, 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 – RHGGRFQ-2022-10] 2022 FOOD FOR 24TH FOUNDING ANNIVERSARY CELEBRATION OF REGIONAL HOME FOR GIRLS TO BE HELD AT RHFG COVERED COURT**. 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,

EMELITA CRUZ-BOLIVAR, MSW
Center's Head

Terms and Conditions:

- Award shall be made on per: ☐ Item Basis ☒ Lot Basis
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s/Activity shall be delivered within: Date of Activity
- Place of Delivery: DSWD RHFG, PALAYAN CITY
- 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.

OLIVE G. CASARES

Admin Staff

(Signature over Printed Name)
Supplier

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. RHFGRFQ-2022-10

Date: _____

*Company Name: _____

*Company Address: _____

*Contact Person: _____

*Contact No.: _____


*PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	UNIT COST	TOTAL COST
			FOOD FOR CATERING/FOOD SERVICE			
			A. REQUEST INFO			
			Date: November 18, 2022			
			Location: RHFG, Singalat, Palayan City			
			Number of Day(s): One (1) Day			
			No. of Participants: Two Hundred Sixty (260) Pax			
			Meals to be Served: AM Snack, Lunch and PM Snack			
			Type of Serving: Manage Buffet			
			B. COST BREAKDOWN			
	260	PAX	AM SNACK (Preferred Menu)			
	260	PAX	LUNCH (Preferred Menu)			
	260	PAX	PM SNACK (Preferred Menu)			
			C. Minimum Requirements			
			>Every meal/Snacks must be accompanied with drinks			
			>Lunch must have Dessert			
			>Lunch must have minimum of two(2) main course and one (1) Vegetable Dish			
			>Lunch ready for serving at 11:00 am			
			>Snacks ready for serving at 9:30am			
			>On time delivery of meals			
			Other Requirments:			
			Service Provider/Servers should be geared with helmet, gloves and mask while serving the participants.			
			*****nothing follows*****			
			Approved Budget for the Contract: PhP 104,000.00			

PURPOSE: 2022 Food for 24th Founding Anniversary Celebration of Regional Home for Girls to be held at RHFG Covered Court.PR No. RHFG-2022-135

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section. FAILURE to show up and sign the means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings. Please re-check your bid. DSWD FO III is

"NO MODIFICATION and NO DELIVERY EXTENSION POLICY".


EMELITA CRUZ-BOLIVAR, MSW
 Center Head

 Supplier