

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Regional Office III  
Government Centre, Maimpis, City of San Fernando (P)**REQUEST FOR QUOTATION**RFQ No. **2023-03-005**  
PR No. **2023-03-014**  
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 Quarterly Institutional Management Development Conference (IMDC) Meeting on March 14 and May 9, 2023 within Tarlac.**

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 **12:00PM March 8, 2023**. 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: March 14 and May 9, 2023
- Place of Delivery: DSWD Amor Village, San Francisco East, Anao, Tarlac
- 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.


7. 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.

8. For goods, please indicate brand, model and country or origin.

9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

10. Please indicate Warranty (If applicable): \_\_\_\_\_

10. 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 Calma  
PRMU

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: "Prospective supplier must be registered at the Philippine Government Electorn System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to

RFQ No. 2023-03-005  
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
	1	LOT	CATERING/FOOD SERVICES			
			<b>A. REQUEST INFO</b>			
			Date: March 14, 2023   May 9, 2023			
			Provincial Location: Within Tarlac			
			Exact Location of Delivery: DSWD Amor Village, San Francisco East, Anao, Tarlac			
			Number of Days: Two (2) Separate Days			
			Number of Participants: Eighty Six (86) pax			
			Meals to be serve: AM Snacks, Lunch			
			Type of Serving: Packed Meals and Snacks			
			<b>B. FOOD/MENU</b>			
			DAY 1 - MARCH 14, 2023			
	86	pax	AM SNACKS (preferred menu)			
	86	pax	LUNCH (preferred menu)			
			DAY 2 - MAY 9, 2023			
	86	pax	AM SNACKS (preferred menu)			
	86	pax	LUNCH (preferred menu)			
			<b>C. MINIMUM REQUIREMENTS</b>			
			> Every meal must have dessert			
			> Every meal must be accompanied with drinks			
			> Every meal/snacks must have a minimum of three (3) main courses			
			> Lunch ready for serving at 11:00am			
			> Snacks ready for serving at 9:30am			
			> Provision of Disposable Cutlery			
			<b>Cost Parameter per Pax:</b>			
			Snacks - 100.00			
			Lunch - 220.00			
			<b>* NOTHING FOLLOWS *</b>			
			Approved Budget for the Contract: PhP 55,040.00			

PURPOSE: Catering/Food Services for the conduct of Quarterly Institutional Management Development Conference (IMDC) Meeting on March 14 and May 9, 2023 within Tarlac.

PR No. 2023-03-014

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 G. MORALES  
Procurement Officer

\_\_\_\_\_  
Supplier