

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Regional Office III

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

**REQUEST FOR QUOTATION**RFQ No. 2023-04-050  
PR No. 2023-04-059  
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 3rd and 4th Quarter Institutional Management Development Conference (IMDC) on August 22 and October 10, 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 either in person or electronically under the following conditions:

<b>ELECTRONIC SUBMISSION</b>	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a> Select the Menu – " <b>BID SUBMISSION</b> "
<b>IN PERSON SUBMISSION</b>	Procurement Section, 2/f, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
<b>DEADLINE OF SUBMISSION</b>	<b>10:00AM May 2, 2023</b>

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Bids submitted must be in **pdf format** ONLY **clearly scanned** in a **SINGLE FILE** including all supporting documents.

Very truly yours,

  
**JENNIFER CAMPANG-MORALES**  
Procurement Section Chief

**Terms and Conditions:**

1. Award shall be made on per: ☐ Item Basis ☒ Lot Basis
  2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
  3. Quotation validity shall be: Thirty (30) Calendar Day
  4. Good/s/Activity shall be delivered within: August 22 and October 10, 2023
  5. Place of Delivery: Within Tarlac
  6. 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): \_\_\_\_\_
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).
12. 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 B. CALMA**  
PPMU

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(Signature over Printed Name)  
Supplier

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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RFQ No.

2023-04-050

Date:

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

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST
	1	LOT	CATERING/FOOD SERVICES			
			<b>A. REQUEST INFO</b>			
			<b>Date:</b> August 22 and October 10, 2023			
			<b>Provincial Location:</b> Within Tarlac			
			<b>Exact Location of Delivery:</b> DSWD Amor Village, San Francisco East, Anao, Tarlac			
			<b>Number of Days:</b> Two (2) Separate Days			
			<b>Number of Participants:</b> Eighty Six (86) pax			
			<b>Meals to be serve:</b> AM Snacks, Lunch			
			<b>Type of Serving:</b> Packed Meals and Snacks			
			<b>B. FOOD/MENU</b>			
			<b>DAY 1 - AUGUST 22, 2023</b>			
	86	pax	<b>AM SNACKS</b> (preferred menu)			
	86	pax	<b>LUNCH</b> (preferred menu)			
			<b>DAY 2 - OCTOBER 10, 2023</b>			
	86	pax	<b>AM SNACKS</b> (preferred menu)			
	86	pax	<b>LUNCH</b> (preferred menu)			
			<b>C. MINIMUM REQUIREMENTS</b>			
			> Every meal must have dessert			
			> Every meal must be accompanied with drinks			
			> Lunch ready for serving at 11:00AM, Snacks at 9:30AM			
			> Every meal must have a minimum of three (3) main courses			
			> Provision of Disposable cutlery (Spoon and Fork)			
			<b>* NOTHING FOLLOWS *</b>			
			<b>Cost Parameter per Pax:</b>			
			AM Snacks - 100.00			
			Lunch - 220.00			
			<b>Approved Budget for the Contract: PhP 55,040.00</b>			

Please do not leave any blank items.

**TOTAL OFFERED QUOTATION / BID**

<b>In WORDS:</b> _____ _____ _____	<b>In FIGURES:</b> PHP _____
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PURPOSE: Catering/Food Services for the conduct of 3rd and 4th Quarter Institutional Management Development Conference (IMDC) on August 22 and October 10, 2023 within Tarlac.

PR No. 2023-04-059

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"

  
 JENNIFER C. MORALES  
 Procurement Officer

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 Supplier