

=DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Regional Office III

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

REQUEST FOR QUOTATION

RFQ No. 2023-04-048

PR No. 2023-04-069

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 CIS Quarterly Meeting on June 30, August 25 and November 24, 2023 within Pampanga**

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:

ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite Select the Menu – "BID SUBMISSION"
IN PERSON SUBMISSION	Procurement Section, 2/f, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	10:00AM May 02, 2023

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 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: June 30, August 25 & November 24, 2023
 5. Place of Delivery: DSWD FO III, Maimpis, City of San Fernando, Pampanga
 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 and register for free.


NOEL T. LIPATA

PPMU

(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. 2023-04-048
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			
			A. REQUEST INFO			
			Date: June 30, August 25 & November 24, 2023			
			Exact Location of Delivery: DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga			
			Number of Days: Three (3) Separate Days			
			Number of Participants: Sixty (60) pax			
			Meals to be serve: AM Snacks, Lunch, PM Snacks			
			Type of Serving: Packed Meals and Snacks			
			B. FOOD/MENU			
			DAY 1 - JUNE 30, 2023			
	60	pax	AM SNACKS - (preferred menu)			
	60	pax	LUNCH - (preferred menu)			
	60	pax	PM SNACKS - (preferred menu)			
			DAY 2 - AUGUST 25, 2023			
	60	pax	AM SNACKS - (preferred menu)			
	60	pax	LUNCH - (preferred menu)			
	60	pax	PM SNACKS - (preferred menu)			
			DAY 3 - NOVEMBER 24, 2023			
	60	pax	AM SNACKS - (preferred menu)			
	60	pax	LUNCH - (preferred menu)			
	60	pax	PM SNACKS - (preferred menu)			
			C. MINIMUM REQUIREMENTS			
			> Every meal/snack must have dessert			
			> Every meal/snack must be accompanied by cold drinks			
			> Every meal/snacks must have a minimum of three (3) main courses			
			> Lunch ready for serving of 11:00am			
			> Snacks ready for serving of 09:30 am and 2:30pm			
			> All Utensils are disposable			
			> If you cannot provide the exact 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			
			Nothing follows			
			Cost Parameter per Pax:			
			AM Snacks - 100.00			
			Lunch - 300.00			
			PM Snacks - 100.00			
			Approved Budget for the Contract: PhP 90,000.00			

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

In WORDS:	In FIGURES:
_____	PHP _____

PURPOSE: Catering/Food Services for the Conduct of CIS Quarterly Meeting on June 30, August 25 and November 24, 2023 within Pampanga

PR No. 2023-04-069

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

Supplier