

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

REQUEST FOR QUOTATION

RFQ No. 2023-07-043
PR No. 2023-07-058
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 CMAT Leaders Meeting with Program Focal on July 31, September 22 and December 14, 2023 within Bulacan.

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.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders **MUST** submit the following requirements along with their bid.

NP-Small Value Procurement (for NP-SVP)

- Philgeps Registration Number
- Valid Mayor's Permit
- Latest Income/Business Tax Return (for ABCs 500k and above)

For methods of procurement requiring **Mayor's Permit** and **Philgeps Registration Number, Updated Certificate of Philgeps Platinum Membership** may be submitted in lieu of the said documents
Failure to attach the required documents will result in the **DISQUALIFICATION** of your bid.

Please accomplish and submit this form 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 nd Floor, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	10:00 AM July 19, 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,

RAYMUND VINCENT A. PANLILIO
 OIC Admin Division Chief
 Concurrent 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: July 31, September 22 and December 14, 2023
 5. Place of Delivery: DSWD SWAD Bulacan, Malolos City, Bulacan
 6. Terms of Payment: Thirty (30) Calendar Day after the conduct of each activity
- 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.



KEILYN JOY B. CALMA

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."

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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: July 31 September 22 December 14, 2023			
			Provincial Location: Bulacan			
			Exact Location of Delivery: DSWD SWAD Bulacan, Malolos City, Bulacan			
			Number of Days: Three (3) Days			
			Number of Participants: Fifty (50) pax			
			Meals to be serve: AM Snacks, Lunch, PM Snacks			
			Type of Serving: Packed (Meals and Snacks)			
			B. FOOD/MENU			
			DAY 1 - JULY 31, 2023			
	50	pax	AM SNACKS (preferred menu)			
	50	pax	LUNCH (preferred menu)			
	50	pax	PM SNACKS (preferred menu)			
			DAY 2 - SEPTEMBER 22, 2023			
	50	pax	AM SNACKS (preferred menu)			
	50	pax	LUNCH (preferred menu)			
	50	pax	PM SNACKS (preferred menu)			
			DAY 3 - DECEMBER 14, 2023			
	50	pax	AM SNACKS (preferred menu)			
	50	pax	LUNCH (preferred menu)			
	50	pax	PM SNACKS (preferred menu)			
			C. MINIMUM REQUIREMENTS			
			> Every meal must have dessert			
			> Every meal/snacks must have a minimum of two (2) main courses			
			> Every meal/snacks must be accompanied by drinks			
			> Snacks ready for serving at 9:30am and 2:30pm, Lunch at 11:00am			
			* NOTHING FOLLOWS *			
			Approved Budget for the Contract: PhP 75,000.00			

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

In WORDS:	In FIGURES:
_____	PHP _____

PURPOSE: Catering/Food Services for the conduct of Quarterly CMAT Leaders Meeting with Program Focal on July 31, September 22 and December 14, 2023 within Bulacan.

PR No. 2023-07-058

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"

RAYMUND VINCENT A. PANLILIO
OIC - Admin Division Chief
Concurrent Procurement Section Chief

Supplier