

Lease of Venue

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

REQUEST FOR QUOTATION

RFQ No. 2025-02-026
PR No. 2025-02-042
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: **PROCUREMENT FOR CATERING SERVICES FOR INSTITUTIONAL MANAGEMENT DEVELOPMENT CONFERENCE (IMDC) ON MARCH 25, JUNE 24, AUGUST 26 AND NOVEMBER 25, 2025 IN 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.

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-Lease of Real Property or Venue

Legal and Technical Requirements

- Philgeps Registration Number (Red Membership) or Philgeps **Platinum** Certificate (**except for gov't agencies as lessors**);
- Valid Mayor's Permit/Business Permit (**except for gov't agencies as lessors**);

For methods of procurement requiring Mayor's Permit and Philgeps Registration Number, Philgeps Platinum Membership with the current and updated Annex 'A' may be submitted in lieu of the said documents.

- Latest Income/Business Tax Return (**except for gov't agencies as lessors**);
- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative

Additional Requirements

- If awarded, kindly submit the **BIR Registration Certificate** within 1 day upon receipt of the Notice of Award.

Pursuant to Item III of Annex "H" of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, Documentary Requirements for Alternative Methods of Procurement, *Procuring Entities maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer required its re-submission.*

Service providers who have already uploaded their current and updated Legal and Technical Eligibility documents to the procurement portal via <https://tinyurl.com/fo3bacsite> (**Service Providers' Registration Page**) are encouraged to ensure the continued validity and accuracy of their submissions. As long as the uploaded documents remain valid and updated, there will be no need for resubmission for every procurement project you wish to participate in, ensuring a seamless and convenient process.

For service providers who have not yet uploaded their eligibility documents, you are hereby encouraged to upload your current and valid eligibility requirements through the same portal for your convenience in future procurement projects.

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:

SERVICE PROVIDERS' REGISTRATION	https://tinyurl.com/fo3bacsite Select the Menu – “ SERVICE PROVIDER REGISTRATION FORM ”
ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite <u>in case of difficulty accessing the above link, you may access the alternate link:</u> https://bit.ly/fo3bacsite Select the Menu – “ BID SUBMISSION ”
IN PERSON SUBMISSION	BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	10:00 AM February 19, 2025

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.
4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Very truly yours,



ADRIAN D. 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: Sixty (60) Calendar Days
4. Goods/Activity shall be delivered/conducted within/on: March 25, June 24, August 26 and November 25, 2025
5. Place of Delivery/Activity: DSWD Haven for Girls, Pampanga PSAU Compound, Bliss I, San Vicente, Magalang, Pampanga

6. Terms of Payment: thirty (30) Calendar days after the Conduct of Every Activity Date
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 to be shouldered by the Service Provider.

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.


BIANCA C. SOLITA

PPMU Head

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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. 2025-02-026
Date: _____

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*PhilGEPS Reg. No.: _____

TEM 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
			CATERING/FOOD SERVICES			
			A. REQUEST INFO			
			Date: March 25, June 24, August 26, and November 25, 2025			
			Location: within Pampanga			
			Exact Location Delivery: DSWD Haven for Girls, Pampanga PSAU Compound, Bliss I, San Vicente, Magalang, Pampanga			
			No. of Days: Four (4) day Separate days			
			Number of Participants: 35 pax			
			Number of Guaranteed pax: 35 pax			
			Meals to be Served: AM Snacks, Lunch and PM Snacks			
			TYPE OF SERVING: Packed Snacks and Buffet meals			
			B. FOOD/MENU			
			March 25, 2025			
	35	pax	AM SNACKS (preferred menu)			
	35	pax	LUNCH (preferred menu)			
	35	pax	PM SNACKS (preferred menu)			
			June 24, 2025			
	35	pax	AM SNACKS (preferred menu)			
	35	pax	LUNCH (preferred menu)			
	35	pax	PM SNACKS (preferred menu)			
			August 26, 2025			
	35	pax	AM SNACKS (preferred menu)			
	35	pax	LUNCH (preferred menu)			
	35	pax	PM SNACKS (preferred menu)			
			November 25, 2025			
	35	pax	AM SNACKS (preferred menu)			
	35	pax	LUNCH (preferred menu)			
	35	pax	PM SNACKS (preferred menu)			
			C. MINIMUM REQUIREMENTS			
			> Every meal must have Dessert			
			> Every meal must be accompanied with drinks			
			> Every meal must have a minimum of two (2) main courses			
			> Snacks ready for serving at 9:30 AM and 2:30 PM, Lunch at 11:00 AM			
			The service supplier shall eliminate the use of non-essential disposable products like plastic bags, single-use utensils, etc. When disposable products are used, the supplier shall use recycled materials where possible.			
			Cost Parameter per Pax:			
			AM Snacks - 150.00			
			Lunch - 400.00			
			PM Snacks - 150.00			
			Approved Budget for the Contract: PhP 98,000.00			

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

In WORDS:

In FIGURES:

PHP _____

PURPOSE: PROCUREMENT FOR CATERING SERVICES FOR INSTITUTIONAL MANAGEMENT DEVELOPMENT CONFERENCE (IMDC) ON MARCH 25, JUNE 24, AUGUST 26 AND NOVEMBER 25, 2025 IN PAMPANGA

PR No. : 2025-02-042

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"


ADRIAN D. MORALES
PROCUREMENT SECTION CHIEF

SUPPLIER