DSWD
Department of Social Welfare and Development
BAGONG PILIPINAS
Field Office 3 – Central Luzon

CPM NO. PS-2026-0726
Catering Service

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

REQUEST FOR QUOTATION

RFQ No.	**RFQ-2026-06-0035**
PR No.	**2026-03-0093**
Mode of Procurement	**Small Value Procurement**

***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 OF CATERING SERVICES FOR THE CONDUCT OF MIAC TECHNICAL DESK REVIEW OF PROPOSAL ON NOVEMBER 17-18, 2026 IN THE MUNICIPALITY OF BOTOLAN, ZAMBALES**

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 a basis for non – compliance.

Pursuant to Section 34 of the Republic Act No. 12009,, otherwise known as the "New Government Procurement Act," interested bidders **MUST** submit the following requirements along with their bid.

Small Value Procurement

Legal and Technical Requirements

- Philgeps Registration Number (Red Membership) **or** Philgeps **Platinum** Certificate;
- Valid Mayor's Permit;

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

- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative;
- Latest Income/Business Tax Return **(for ABCs 500k and above)**;
- Notarized Omnibus Sworn Statement **(for ABCs above 50k);**
- BIR Registration Certificate

Additional Requirements

- **For Catering Services:**
  - ✔ Latest Sanitary Permit of the business
  - ✔ Health Permit/ I.D. of at least 4 cooking personnel/assistant
  - ✔ National Certificate Level II (NC2) of at least 1 cooking personnel/assistant
  - ✔ Pictures of food and cold storage, commissary kitchen/facility with equipment
  - ✔ Sworn Affidavit by service provider verifying the veracity of submitted documents

- ✔ Use of non-plastic materials for utensils and food containers
- ✔ Attached sample pictures/presentation of the food items
- ✔ Detailed Menu Plan with description of ingredients

- **For Goods:**

  Evidence supporting the specifications and compliance of the offered item/s must be submitted as part of your bid. Acceptable forms of evidence include, but are not limited to:

  - ✔ Manufacturer's sales literature or brochures;
  - ✔ Clear photos showing the brand, model, and specifications;
  - ✔ Website links with readable brand and detailed specifications;
  - ✔ Unconditional statements of specification and compliance issued by the manufacturer; and/or
  - ✔ Samples or independent test data, as appropriate

- For **Advocacy Materials**, bidders must submit **EVIDENCE** such as but not limited to the following, in order to support its quotation:
  a. Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;
  b. Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;
  c. Whenever applicable, sample digital copy of design with required layout, kind of material and such other relevant specifications being offered.

- If applicable, Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

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 electronically under the following condition:

ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite **in case of difficulty accessing the above link, you may access the alternate link:** https://bit.ly/fo3bacsite Select the Menu – **"BID SUBMISSION"**
DEADLINE OF SUBMISSION	**June 25, 2026 | 11:00 AM**

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,

Digitally signed by Adrian Dayrit Morales

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: November 17-18, 2026
5. Place of Delivery/Activity: Municipal Hall of Botolan, Zambales
6. Terms of Payment: within Thirty (30) calendar days after the conduct of 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 to be shouldered by Service Provider.
   Payment through inter-bank transactions may take a minimum of two (2) to three (3) weeks to be credited. Service providers are highly encouraged to open a Land Bank account to facilitate faster and more efficient crediting of claims.

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 suppliers 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.

JOYCE M. SANTOS
PPMU Head

_____
(Signature over Printed Name)
Supplier

/LUIS LANE