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

CPM NO. PS-2026-0758
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-2026-07-0015**
PR No.	**2026-03-0092**
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 11-12, 2026 IN THE MUNICIPALITY OF PALAUIG, ZAMBALES - 2**

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	**July 20, 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 11-12, 2026
5. Place of Delivery/Activity Municipal Hall of Palauig, 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

Procurement Form No. 04-A "ANNEX A"

DEPARTMENT OF SOCIAL WELFARE & 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. 2026-07-0015

DATE: _____

*Company Name:_____

*Company Address:_____

*>Company Person:_____

*PhilGEPS Reg. No.:_____

ITEM NO.	QTY	Unit	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specification (Please indicate the word "COMPLY" in this whole column as your statement of compliance. Use a single bracket enclosing all the stated technical specifications on the table to represent your full intent to comply with the requirements. For goods, please include the detailed specifications in another sheet of paper or in the proof of evidence.)	Unit Cost (Kindly enter your Unit Cost only in the applicable rows where both qty & Unit are specified)	Total Cost (Kindly enter your Total Cost only in the applicable rows where both qty & Unit are specified)
			CATERING/FOOD SERVICES			
			A. REQUEST INFORMATION			
			Date: November 11-12, 2026			
			Provincial Location: Within ZAMBALES			
			Exact Location of Delivery: Municipal Hall of Palauig, Zambales			
			Number of Days: 2			
			Number of Participants: 40			
			No. of Guaranteed Pax: 40			
			Meals to be served: AM SNACKS, LUNCH, PM SNACKS			
			Type of Serving: Packed (Meals and/or Snacks)			
			B. FOOD/MENU			
			DAY 1 - (November 11, 2026)			
	40	pax	AM SNACKS			
	40	pax	LUNCH			
	40	pax	PM SNACKS			
			DAY 2 - (November 12, 2026)			
	40	pax	AM SNACKS			
	40	pax	LUNCH			
	40	pax	PM SNACKS			
			C. MINIMUM REQUIREMENTS			
			Every meal must have dessert			
			Every meal must have minimum of two(2) main course			
			Every meal/snacks must be accompanied by drinks			
			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.			
			Delivery: Free of charge			
			Cost Parameter per Pax:			
			AM SNACKS - 150.00			
			LUNCH - 400.00			
			PM SNACKS - 150.00			
			Approved Budget for the Contract: PHP 56,000.00			

TOTAL OFFERED QUOTATION / BID

In WORDS:	In FIGURES
_____	PHP_____

Project Title:	**PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF MIAC TECHNICAL DESK REVIEW OF PROPOSAL ON NOVEMBER 11-12, 2026 IN THE MUNICIPALITY OF PALAUIG, ZAMBALES - 2**
PR No.:	**2026-03-0092**
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, tecnical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY."

ADRIAN D. MORALES
PROCUREMENT SECTION CHIEF

_____
(Signature over Printed Name)
SUPPLIER

MEARB No.2026-07-0009

MOST ECONOMICALLY ADVANTAGEOUS AND RESPONSIVE BID (MEARB) QUALITY–COST EVALUATION CRITERIA (TABLE FORMAT)

This scoring framework is intended for the procurement project: **"PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF MIAC TECHNICAL DESK REVIEW OF PROPOSAL ON NOVEMBER 11-12, 2026 IN THE MUNICIPALITY OF PALAUIG, ZAMBALES - 2 "**, under **RFQ-2026-07-0015**, with an Approved Budget for the Contract (ABC) of **FIFTY-SIX THOUSAND PESOS (PHP 56,000.00).**

The evaluation shall adopt the **Most Economically Advantageous and Responsive Bid (MEARB)** method pursuant to Republic Act No. 12009 and its IRR, with the following distribution:

- ✔ Quality Proposal – 80%
- ✔ Price Proposal – 20%

QUALITY CRITERIA AND SCORING MATRIX (80%)

Criteria	MINIMUM REQUIREMENTS	Base Points	ADDITIONAL POINTS CRITERIA	Max. Points	Means of Verification	Score
Technical Specifications	Duly signed accomplished Annex A; compliant to minimum specifications with attached clear and actual photo of the offered food items (at least one (1) photo per main dish/ulam), with corresponding label or description per schedule activity	8	**+5 –** Use of higher-quality ingredients (e.g. fresh, non-processed, premium cuts, balanced meal composition) **+5 –** Menu is nutritionally balanced (with vegetables protein and proper portioning) .	18	>Duly signed Annex A >Attached sample pictures of the offered food items with Detailed Menu Plan with description of ingredients >Sworn Statement of Compliance (for quality of ingredients and nutritional balance)	
Business Tenure	BIR Certificate of Registration	5	**+5** - if company has been operating	10	> BIR Registration Certificate or	

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Website: www.fo3.dswd.gov.ph Tel Nos.: (045) 961-2143

			for more than 5 years		any proof of registration	
Delivery Performance Record	No record of delay ,negative slippage and negative report/complain for any completed within the two (2) years; Any bidder found, during evaluation and post qualification, to have a record of negative performance within the past two (2) years shall be disqualified	7	**+3** – if the bidder submits Sworn Statement of No Negative Slippage/Delay in the delivery within the last two (2) years	**10**	Sworn Statement of No Negative Slippage within the last three (2) years	
Food Safety and Sanitation Compliance	Compliance with basic food safety standards and sanitary practices; Latest Sanitary permit of the business Health Permit/ID of atleast 4 cooking personnel/assistant National Certificate Level II (NC II) of atleast cooking personnel/assistant	5	**+2** – submits more than 4 Health Permit/ID of cooking personnel/assistant **+2** – submits atleast two (2) NC II Certificate **+3** – submits more than two (2) NC II Certificate **+3** – submits higher than NC II Certificate	**15**	>Health Permits/ID >NC II Certificate >Higher than NC II Certificate	
Proof of Kitchen Area, Tool and Equipment	Picture of food (raw materials) and cold storage, commissary kitchen/facility	5	**No additional points**	**5**	Picture of food and cold storage, commissary kitchen/facility	

	with tools and equipment				with tools and equipment	
Compliance to Green Procurement	Submission of a duly signed Letter of Compliance to Green Procurement specifying adhere to environmental standards including the non-use of non-essential disposable products (e.g. plastic bags and plastic utensils). In cases where disposable items are necessary, use of recyclable or eco- friendly materials shall be observed.	5	**+5** – submission of supporting photos or product references showing the use of eco-friendly, reusable or recyclable food packaging, utensils and materials Any bidder found using plastic bags and plastic utensils during evaluation shall be disqualified	**10**	>Letter of compliance to Green Procurement Supporting photos or product references of eco- friendly materials	
After-Sales Services/ Liability and Warranty	Submission of a duly notarized Sworn Statement of Commitment that in case of any confirmed food poisoning of food- related health incident attribute to the catering services provided, the Service Provider shall be held liable	5	+2 – Submission of a detailed Contingency/Response Plan outlining procedures for handling food safety incidents	**7**	Sworn Statement of Compliance Contingency/ Response Plan for food safety incidents	

Delivery Term	Statement of Compliance to Deliver the Food in accordance with ANNEX A	5	**No additional points**	**5**	Statement of Compliance to Deliver the Food in accordance with ANNEX A	

Non-Discretionary Clause

A bidder must meet all the minimum requirements specified under the First Level of Evaluation. Failure to comply with any single criterion, regardless of the bidder's score in other areas, shall result in an "Ineligible" rating and automatic disqualification from further participation in the bidding process.

Passing Quality Score

Only bidders who obtain a minimum quality score of forty-five (45) points shall be considered to have passed the First Level of Evaluation.

PRICE PROPOSAL (20%)

Component	Computation
Price Score	(Lowest Calculated Bid ÷ Bidder's Bid Price) × 20

The lowest calculated bid shall receive the full 20 points.

OVERALL MEARB COMPUTATION

Component	Weight	SCORE
Quality Score	80%	
Price Score	20%	
TOTAL SCORE	**100%**	

Determination of MEARB

The bidder with the highest total score shall be declared as having submitted the Most Economically Advantageous and Responsive Bid (MEARB).s

DOCUMENTARY EVIDENCE REQUIREMENT

All criteria must be supported by appropriate documentary evidence to determine the corresponding score. Failure to submit the required supporting documents shall result in disqualification. Only documents submitted as part of the bid at the time of opening shall be considered during the evaluation.

Thank you.

Digitally signed by
Baybayan Allyp
Albert Leomo

DIR. ALLYP ALBERT L BAYBAYAN
Chairperson, Bids and Awards Committee

Digitally signed by Renann Musngi Macapinlac