

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement

RFQ No. 2023-12-1896 NP-SVP

System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."

Date: 12-Dec-23

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
			1 meal and 2 snacks Proposed venue: Near Respective LGU			
1	23	pax	DSWD & NCIP meeting			
2	20	pax	Municipal Orientation & allocation of Community Grants			
3	30	pax	Project Proposal Development Workshop			
4	30	pax	MDC meeting for Criteria Setting			
5	30	pax	Technical Desk Review and Endorsement of Proposals			
6	30	pax	MDC meeting for Participatory Resource Allocation			
7	25	pax	ICC meeting			
8	30	pax	Communiity Trainings (Procurement, Finance, and Engineering)			
9	20	pax	Organizational Management & Organizational Development and Management (O&M/ODM) Training			
10	20	pax	Municipal Accountability Reporting (MAR)			
11	20	pax	Sustainability Planning Workshop			
12	20	pax	Municipal Fiduciary Workshop			
			Rice, 2-viands, side dishes, desserts, fruits and drinks Inclusive AM snacks with drinks Inclusive lunch			

			Inclusive PM snacks with drinks *****NOTHING FOLLOWS*****			
			Approved Budget for the Contract (ABC): PhP 149,800.00			

PURPOSE: Catering services for KALAHI CIDSS PAYAPA AT MASAGANANG PAMAYANAN-CDD 2023 Municipality of Tudela, Misamis Occidental-
1 meal and 2 snacks

PR No. 2023-12-1896 NP-SVP

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) upon receipt of the P.O. FAILURE to 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.

Supplier

ARNEL V. RADAZA
Procurement Officer

Signature over Printed Name

Company Name: _____
Company Address: _____
Contact Person: _____
Contact No. : _____
Philgeps Reg. No. : _____
Company TIN: _____

RFQ No.: 2023-12-1896 NP-SVP
Date: 12-Dec-23

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 in **Annex A** please attach in your quotation a duly notarized certification to this effect.

As a condition for award, you will be required to submit the following documentary requirements:

* Accomplished Quotation (for goods or infra)/Proposal (for consulting)

* Mayor's Permit

* PhilGEPS Registration No.

* PCAB license (for infra)

* Income/Bussines Tax Returns for Contract with an ABC amounting above Php. 500k

*Notarized Omnibus Sworn Statement for contracts with an ABC amounting to above Php. 50,000.00

Note:Submission of PhilGEPS Platinum Certificate of Registration and Membership is acceptable in lieu of the Mayor's Permit and PhilGEPS Reg. No.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD – Procurement Unit, DSWD Field Office 10, Masterson Avenue, Upper Carmen, Cagayan de Oro City or email it to procurement.dswd.fo10@gmail.com not later than **5:00 PM** on **December 18, 2023**. Quotations submitted to different email address as stated above shall not be considered for evaluation.

Very Truly Yours,

ARNEL V. RADAZA

DSWD 10 Procurement Officer

Terms and Conditions:

1. Award shall be made on per: Item Basis Total Quoted Price Lot Basis
2. Quotation validity shall be 6 Months

3. Goods/Services shall be delivered/conducted within 15-30 working days upon receipt of PO

4. Place of Delivery DSWD Field Office 10

5. Terms of Payment: 15-30 days after the inspections

Payment through **LDDAP-ADA (List of Due and Demandable Accounts Payable-Advice to Debit Account)**.

Account Name: _____ **Account Number:** _____

Bank Name _____

**Note: Non Land Bank of the Philippines accounts shall be charged a service fee.*

6. Liquidated Damages/Penalty: *In case of failure to make full delivery within the time specified above, the 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 (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.*

7. For goods, please indicate brand, model and country of origin.

8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

9. Please indicate Warranty _____

10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.

www.philgeps.gov.ph and register for free.”

ARNEL V. RADAZA

Procurement Officer

Signature over Printed Name

Republic of the Philippines
Department of Social Welfare and Development
 Field Office No. 10
 Cagayan de Oro City

PROOF OF RECEIPT

Quotation No: 0

Items: 1 meal and 2 snacks

Purpose: _____ 0

Company Name	Representative	Position / Designation	Date	Signature

Canvasser