

REQUEST FOR QUOTATION

Date: January 9, 2024
RFQ No.: 2024-01-0007

Company/Business Name:¹

Address:

The Department of Social Welfare and Development Field Office XI through its Bids and Awards Committee (BAC), intends to procure **PROVISION OF CATERING SERVICES FOR THE CONDUCT OF MANAGEMENT COMMITTEE MEMBERS MEETING** through Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on Date: JAN 15, 2023 @ 9:00 am

You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the supplier(s)/ service provider(s) offering the lowest evaluated price on per:

☒ Item Basis ☐ Lot Basis

Total ABC: 97.500.00

Delivery:

☐ Pick-up at suppliers' store/office ☐ Please see details at Page 5

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Documents	Remarks
Copy of the Following: (Photocopy) <ol style="list-style-type: none"> 1. Mayor's or Business Permit 2. OSS or Omnibus Sworn Statement (above 50K) 3. PhilGEPS Registration Number 4. Business Tax Return / ITR 	In case not yet available, you may submit your expired 2022 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2023 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment. The Omnibus Sworn Statement must be Notarized prior to Issuance of Purchase Order/Contract
BIR Registered (Photocopy)	<ul style="list-style-type: none"> • Statement of Account / Billing Statement (if applicable) • Official Receipt for Services • Delivery Receipt for Goods • Charge Invoice for Goods • Collection Receipt for Goods

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **mandatory** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications (with asterisk) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at **bacsec.fo11@dswd.gov.ph and supply.fo11@dswd.gov.ph**
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

BID EVALUATION:

The BAC, after the opening of bids, shall immediately conduct a detailed evaluation of all bids using non-discretionary criteria in considering the following:

- a) **Completeness of the bid.** Unless the Instructions to Bidders specifically allow partial bids, bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be provided for;
- b) **Arithmetical corrections.** Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications if expressly allowed in the Bidding Documents. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- c) If a Supplier refuses to accept the correction, his quotation will be rejected. A letter or waiver will be sent to the concerned bidder.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if the bidder or any of its duly authorized representative/s countersigns it.
3. Price quotation/s shall be valid for a period of **forty-five (45) calendar days** reckoned from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DSWD FO XI shall adopt and employ "Toss Coin" or "draw lots" as the tie-breaking method to determine with finality the single winning provider in accordance with GPPB Circular 06-2005.
7. The contract shall be awarded to the bidder with the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder and must be compliant to the Procuring Entity's Specifications/Terms of Reference.
9. Item/s delivered shall be inspected at the time and date in the delivery schedule of the DSWD FO XI. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Delivery shall be ___ calendar days from the receipt of the Contract/Purchase order. (for Services please see Annex A for the Duration of Contract; for Advocacy Materials ___ calendar days upon receipt of approved final lay-out)
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DSWD FO XI may terminate the contract once the cumulative sum of liquidated damages reaches ten percent (10%) of the consideration of the contract, without prejudice to other courses of action and remedies open to it.
12. If the **supplier/service provider** withdraws its quotation during the validity period, withdraw and/or refuse to accept the award of a contract when and if awarded, the supplier(s)/service provider(s) shall be suspended for one (1) year or disqualified from participating in the competitive bidding process of DSWD for the same period. If the **supplier/service provider** fails to deliver the required items/product within the delivery period, the Purchase Order/Contract shall, pursuant to a request made prior the delay, be extended for maximum period of fifteen (15) calendar days with imposition of liquidated damages. Thereafter, if the **supplier/service provider** has not completed delivery within the extension period granted, the subject Purchase Order/Contract shall be terminated if such failure or delay amounts to at least ten percent (10%) of the contract price. The Guidelines on Termination of Contract shall be observed.
13. Department of Social Welfare and Development, Field Office XI reserves the right to accept or reject any and all bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
14. **Supplier/service provider** shall guarantee that their deliveries be free from defects. Any defective item(s)/product(s), therefore that may be discovered by the End-User within three (3) months after acceptance of the same, shall be replaced by the **supplier/service provider** within seven (7) calendar days upon receipt of a written notice to that effect.

AWARDING OF CONTRACT/PURCHASE ORDER:

- i. **Award of Purchase Order:** The award will be made to the bidder offering the lowest evaluated price that meets the legal and financial requirements.

Legal Documents (Photocopy)

- PhilGEPS Registration Certificate for Platinum Membership
- PhilGEPS Registration Number for Red
- Valid Mayor's permit or Business Permit
- Delivery Receipts (for Goods)
- Charge Invoice (BIR registered) (for Goods)
- Statement of Account / Billing Statement for Services
- Official Receipts for Services (BIR Registered)

Financial Documents

- Duly signed and accomplished Request for Quotation (Annex A)

For any clarification, and further information please contact:

- Ven Louwe M. Sanieel
Administrative Assistant III
0928-677-2973
vensanieel09@gmail.com

- Shirly Mae S. Loreno
Social Welfare Assistant
0949 992-5185
smsloreno@dswd.gov.ph


RENATO B. MONDREZA
AOV V/Procurement Section Head

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Email Address : _____

PhilGEPS Registration No. _____
TIN Number: _____

VAT: FALSE
NON VAT: FALSE

Item No.	Qty.	Unit	Purchaser's Specifications/Item description	Please state "Comply or "Not Comply" (noncompliance of the required Agency's Technical Specification shall result in the disqualification of your Bid)	Unit Cost per Item (Inclusive of all additional fees including tax and delivery charges)	Total Cost
CONTRACT TITLE:			PROVISION OF CATERING SERVICES FOR THE CONDUCT OF MANAGEMENT COMMITTEE MEMBERS MEETING			
	15	PAX	Date: January 29, 2024		P	P
			SCOPE OF SERVICES:	Please state "comply or "not comply"		
			Meals and Snacks:			
			One (buffet) meals and two snacks			
			2 meat dishes, 1 veg./noodle, 1 soup, rice, dessert/fruits, drinks			
			Non-pork meal			
			Snacks (AM & PM snack with drinks)			
			Serving time: AM Snack - 9:30 AM, Lunch - 11:45 AM, PM Snack - 2:40 PM			
	15	PAX	Date: February 12, 2024		P	P
			SCOPE OF SERVICES:	Please state "comply or "not comply"		
			Meals and Snacks:			
			One (buffet) meals and two snacks			
			2 meat dishes, 1 veg./noodle, 1 soup, rice, dessert/fruits, drinks			
			Non-pork meal			
			Snacks (AM & PM snack with drinks)			
			Serving time: AM Snack - 9:30 AM, Lunch - 11:45 AM, PM Snack - 2:40 PM			
	15	PAX	Date: February 26, 2024		P	P
			SCOPE OF SERVICES:	Please state "comply or "not comply"		
			Meals and Snacks:			
			One (buffet) meals and two snacks			
			2 meat dishes, 1 veg./noodle, 1 soup, rice, dessert/fruits, drinks			
			Non-pork meal			
			Snacks (AM & PM snack with drinks)			
			Serving time: AM Snack - 9:30 AM, Lunch - 11:45 AM, PM Snack - 2:40 PM			
	15	PAX	Date: March 11, 2024		P	P
			SCOPE OF SERVICES:	Please state "comply or "not comply"		
			Meals and Snacks:			
			One (buffet) meals and two snacks			
			2 meat dishes, 1 veg./noodle, 1 soup, rice, dessert/fruits, drinks			

			Non-pork meal			
			Snacks (AM & PM snack with drinks)			
			Serving time: AM Snack - 9:30 AM, Lunch - 11:45 AM, PM Snack - 2:40 PM			
	15	PAX	Date: March 18, 2024		P	P
			SCOPE OF SERVICES:	Please state "comply or "not comply"		
			Meals and Snacks:			
			One (buffet) meals and two snacks			
			2 meat dishes, 1 veg./noodle, 1 soup, rice, dessert/fruits, drinks			
			Non-pork meal			
			Snacks (AM & PM snack with drinks)			
			Serving time: AM Snack - 9:30 AM, Lunch - 11:45 AM, PM Snack - 2:40 PM			
	15	PAX	Date: March 25, 2024		P	P
			SCOPE OF SERVICES:	Please state "comply or "not comply"		
			Meals and Snacks:			
			One (buffet) meals and two snacks			
			2 meat dishes, 1 veg./noodle, 1 soup, rice, dessert/fruits, drinks			
			Non-pork meal			
			Snacks (AM & PM snack with drinks)			
			Serving time: AM Snack - 9:30 AM, Lunch - 11:45 AM, PM Snack - 2:40 PM			
	15	PAX	Date: April 15, 2024		P	P
			SCOPE OF SERVICES:	Please state "comply or "not comply"		
			Meals and Snacks:			
			One (buffet) meals and two snacks			
			2 meat dishes, 1 veg./noodle, 1 soup, rice, dessert/fruits, drinks			
			Non-pork meal			
			Snacks (AM & PM snack with drinks)			
			Serving time: AM Snack - 9:30 AM, Lunch - 11:45 AM, PM Snack - 2:40 PM			
	15	PAX	Date: April 29, 2024		P	P
			SCOPE OF SERVICES:	Please state "comply or "not comply"		
			Meals and Snacks:			
			One (buffet) meals and two snacks			
			2 meat dishes, 1 veg./noodle, 1 soup, rice, dessert/fruits, drinks			
			Non-pork meal			
			Snacks (AM & PM snack with drinks)			
			Serving time: AM Snack - 9:30 AM, Lunch - 11:45 AM, PM Snack - 2:40 PM			
	15	PAX	Date: May 13, 2024		P	P
			SCOPE OF SERVICES:	Please state "comply or "not comply"		
			Meals and Snacks:			
			One (buffet) meals and two snacks			
			2 meat dishes, 1 veg./noodle, 1 soup, rice, dessert/fruits, drinks			
			Non-pork meal			

			Snacks (AM & PM snack with drinks)			
			Serving time: AM Snack - 9:30 AM, Lunch - 11:45 AM, PM Snack - 2:40 PM			
	15	PAX	Date: May 27, 2024		P	P
			SCOPE OF SERVICES:	Please state "comply or "not comply"		
			Meals and Snacks:			
			One (buffet) meals and two snacks			
			2 meat dishes, 1 veg./noodle, 1 soup, rice, dessert/fruits, drinks			
			Non-pork meal			
			Snacks (AM & PM snack with drinks)			
			Serving time: AM Snack - 9:30 AM, Lunch - 11:45 AM, PM Snack - 2:40 PM			
	15	PAX	Date: June 10, 2024		P	P
			SCOPE OF SERVICES:	Please state "comply or "not comply"		
			Meals and Snacks:			
			One (buffet) meals and two snacks			
			2 meat dishes, 1 veg./noodle, 1 soup, rice, dessert/fruits, drinks			
			Non-pork meal			
			Snacks (AM & PM snack with drinks)			
			Serving time: AM Snack - 9:30 AM, Lunch - 11:45 AM, PM Snack - 2:40 PM			
	15	PAX	Date: June 17, 2024		P	P
			SCOPE OF SERVICES:	Please state "comply or "not comply"		
			Meals and Snacks:			
			One (buffet) meals and two snacks			
			2 meat dishes, 1 veg./noodle, 1 soup, rice, dessert/fruits, drinks			
			Non-pork meal			
			Snacks (AM & PM snack with drinks)			
			Serving time: AM Snack - 9:30 AM, Lunch - 11:45 AM, PM Snack - 2:40 PM			
	15	PAX	Date: June 24, 2024		P	P
			SCOPE OF SERVICES:	Please state "comply or "not comply"		
			Meals and Snacks:			
			One (buffet) meals and two snacks			
			2 meat dishes, 1 veg./noodle, 1 soup, rice, dessert/fruits, drinks			
			Non-pork meal			
			Snacks (AM & PM snack with drinks)			
			Serving time: AM Snack - 9:30 AM, Lunch - 11:45 AM, PM Snack - 2:40 PM			
			***** NOTHING FOLLOWS*****			
			Approved Budget Cost: PHP 97,500.00			P
						GRAND TOTAL BID PRICE:

PURPOSE : For the above mentioned activity.

PR No. 24-01-0003

IMPORTANT: The winning supplier/Service Provider MUST SIGN the original copy of Purchase Order (P.O.) or Letter Order (L.O.) within three (3) days from the date of receipt. FAILURE to sign the original P.O./L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

Shirley Mae S. Loreno
Social Welfare Assistant

(Signature over printed name)
SUPPLIER