

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V
 Regional Government Center, Rawis, Legazpi City, Albay
REQUEST FOR QUOTATION

Company Name	_____	P.R. No.	F 2409-0445
Company Address	_____	Date:	October 4, 2024
Contact No.	_____	MOP	Sec.53.9 Small Value Procurement
PhilGEPS Certificate No.	_____	TIN NO.	_____

Please quote your lowest government price for the following item(s) specified below. Check/tick the "COMPLY" box if bidder complies with the specifications. A quotation containing unchecked/unchecked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly tick the box to signify compliance to the specs.	UNIT COST	TOTAL COST
			PROVISION OF CATERING SERVICES FOR THE PAGTIRIPON KAN DSWD BICOL SOCIAL WORKERS IN LEGAZPI CITY			
			December 11, 2024			
	825	pax	<i>AM Snack and Lunch</i>	<input type="checkbox"/> Comply	P	P
			Food requirement: <i>LUNCH - packed lunch with rice, 2 viands(chicken/ pork, vegetables with desserts)</i> <i>AM SNACK - packed heavy snack with canned or bottled beverages</i> <i>*Free flowing purified water, coffee with cream and sugar</i>			
			Free inclusions: <i>Tables and chairs that can accommodate for 825 pax</i> <i>Free skirting</i> <i>Free chair cloth and table cover</i> <i>Food stations and registration table of pax/ attendees</i>			
			Note: Ensure efficient ingress of tables and chairs at the venue on December 3, 2024, 6PM onwards and egress on December 4, 2024 at 7PM			
			*Menu shall be provided by the caterer with the approval of the end-user			
			*In case of fortuitous events or other circumstances that the number of participants id reduced, adjustments shall be made prior to the conduct of the activity			
			ABC: Php 412,500.00			

IMPORTANT REMINDERS:

- Price quotation/s must be valid for a period of **30 calendar days** from the date of submission.
- DELIVERY PERIOD: **As scheduled**
- PLACE OF DELIVERY: **As specified**
- TERM OF PAYMENT: **CHARGED ACCOUNT**, unless specified.
- LIQUIDATED DAMAGES: **One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay.** Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV **may rescind or terminate the contract**, without prejudice to other courses of action and remedies available under the circumstances.
- Required documents to submit:
 - PhilGEPS Certification Number
 - Valid Mayor's or Business Permit
 - Latest Income Tax Return
- As a condition for **AWARD**, you will be required to submit the following documents:
 - _____
 - _____
- For any clarifications, you may contact the BAC Secretariat at procurement.fo5@dswd.gov.ph or at 0910-017-0818.
- Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on **14 - Oct - 24 12:00**

 ROSEMARIE A. VIDAL
 AO III / Head - CMU
 JINKY A. MANGAMPO
 AO IV-Concurrent Procurement Head

 Ana Mae M. Alagaban
 Signature over Printed Name of Convasser

 Signature over Printed Name of Bidder/Authorized Representative

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