

**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 2404-0209
Company Address _____	Date: _____	April 24, 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
			<b>PROVISION OF FOOD FOR THE CONDUCT OF RE-ECHO SESSION ON ADMINISTRATIVE SKILLS ENHANCEMENT COURSE IN LEGAZPI CITY</b>			
			<b>May 13, 2024</b>			
	33	pax	AM Snack, Lunch and PM Snack	<input type="checkbox"/> Comply	P	P
			<b>May 14, 2024</b>			
	33	pax	AM Snack, Lunch and PM Snack	<input type="checkbox"/> Comply	P	P
			<b>May 20, 2024</b>			
	33	pax	AM Snack, Lunch and PM Snack	<input type="checkbox"/> Comply	P	P
			<b>May 21, 2024</b>			
	33	pax	AM Snack, Lunch and PM Snack	<input type="checkbox"/> Comply	P	P
			<i>Vanue: DSWD FO V-ROC, BURAGUIS, LEGAZPI CITY</i>			
			<b>ABC: Php 66,000.00</b>			

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**IMPORTANT REMINDERS:**

1. Price quotation/s must be valid for a period of \_\_\_\_\_ calendar days from the date of submission.
2. DELIVERY PERIOD: **As scheduled**
3. PLACE OF DELIVERY: **As specified**
4. TERM OF PAYMENT: **CHARGED ACCOUNT**, unless specified.
5. 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.
6. Required documents to submit:
  - a. PhilGEPS Certification Number
  - b. Valid Mayor's or Business Permit
  - c. Latest Income Tax Return
7. As a condition for **AWARD**, you will be required to submit the following documents:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
8. For any clarifications, you may contact the BAC Secretariat at [procurement5@dswd.gov.ph](mailto:procurement5@dswd.gov.ph) or at 0910-017-0818.
9. Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on **APR 29 2024**.

JUDEX DONNEL G. LLAMOSO  
AO IV/ Head-PROCUREMENT

BEN UCANITAS  
Signature over Printed Name of Canvasser

\_\_\_\_\_  
Signature over Printed Name of Bidder/Authorized Representative