

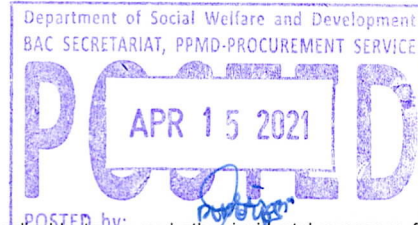
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DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **21-0261 NP-SV**
Date: **April 13, 2021**

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



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.

Please submit, together with your bid quotation, a notarized or unnotarized Omnibus Sworn Statement. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). As a condition for award, you will be required to submit your Mayor's/Business Permit. The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD -BAC Secretariat at 2nd Floor Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City or fax it through numbers 8951-7116 or email to quotations@dswd.gov.ph not later than **(April 21, 2021 (Wednesday) at 2:00 PM**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

William V. Garcia, Jr.
WILLIAM V. GARCIA, JR.

Officer-In-Charge, Procurement Planning & Management Division

Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
 - Quotation validity shall be Sixty (60) calendar days from the deadline of submission of quotations.
 - Services shall be conducted Please see attached Annex "A"
 - Place of Delivery: Malasakit Building 2nd floor, DSWD premises, Central Office, Batasan Complex, Constitutional Hills, QC
 - Terms of Payment: Payment Process on a Monthly Basis and shall be made 15-30 days upon inspection and final acceptance
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.
- 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 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.
 - For goods, please indicate brand, model and country of origin.
 - In case of discrepancy between unit cost and total cost, unit cost shall prevail.
 - Please indicate Warranty: _____
 - In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
 - 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 and register for free."

Joanna Rose B. Medallada
JOANNA ROSE B. MEDALLADA
Procurement Officer

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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Item No.	Qty.	Unit	Purchaser's Specifications	ABC per Item.	Bidder's Specifications	Unit Cost	Total Cost
					(Please fill out the detailed specifications in the space provided)		
			Supply and Delivery of Food Meals for Various Activities/Trainings of 4Ps				
1	30	pack	Activity 1: E-LEARNING FOR SUPERVISORS ON GENDER SENSITIVE RESULTS-BASED MANAGEMENT Date of Activity: 'July 20-22, 2021 No. of Pax: 10 Participants Meals Requirements: 'AM Snack, Lunch and PM Snack	500.00			
2	54	pack	Activity 2: TRAINING ON QUALITY MANAGEMENT SYSTEM (QMS) FOR NPMO QUALITY MANAGEMENT TEAM Date of Activity: 'May 13, 18 and 20, 2021 No. of Pax: 18 Participants Meals Requirements: 'AM Snack and Lunch	400.00			

PURPOSE : **Supply and Delivery of Food Meals for Various Activities/Trainings of 4Ps**

PR No. **01-20001-PR-2021-02-00115**

IMPORTANT : The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement Management Service. **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.


JOANNA ROSE B. MEDALLADA
Procurement Officer

Page 1 of 3 page

(Signature over printed name)

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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Company TIN : _____

Item No.	Qty.	Unit	Purchaser's Specifications	ABC per Item	Bidder's Specifications	Unit Cost	Total Cost
					(Please fill out the detailed specifications in the space provided)		
3	42	pack	Activity 3: TRAINING ON DATA QUALITY MANAGEMENT Date of Activity: 'Sept. 2, 7, 9, 14, 16 and 21, 2021 No. of Pax: 7 Participants Meals Requirements: 'AM Snack and Lunch	400.00			
			Delivery Time: AM Snacks 9:00 am Lunch 10:00 am PM Snacks 2:00 pm DETAILS OF MEALS AND SNACKS 1. Meals must consist of at least two (2) viands with at least one (1) cup of rice and one (1) piece of fruit or three (3) slices of fruits in season. Viand can either be pork, beef, chicken or fish. Meals provided must not spoil within 12 hours upon delivery when kept at room temperature. 2. Meals should include one (1) beverage that can either be bottled water, bottled juice, bottled soft drinks and with minimum volume of 350ml per bottle; 3. Types of packaging/container: Individually packed meals using biodegradable food container with disposable spoon and fork; and 4. The supplier should provide at least 30% of the total requested meals to be non-pork eaters or vegetarian as required by 4Ps NPMO authorized representative				

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JOANNA ROSE B. MEDALLADA
 Procurement Officer

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Item No.	Qty.	Unit	Purchaser's Specifications	ABC per Item	Bidder's Specifications	Unit Cost	Total Cost
					(Please fill out the detailed specifications in the space provided)		
			5. Snacks should be any of the following: individually sliced cakes, bread, sandwich, burgers that must be individually wrapped/packed, and/or any cooked snacks such as pasta, pancit, and other similar snacks which should be packed using biodegradable food carton box with disposable spoon and fork; 6. Snacks should include one (1) beverage that can either be bottled water, bottled juice, bottled soft drinks or combinations and with minimum of 350 ml per bottle; 7. Beverage may be requested to be substituted with 3-in-1 coffee sachets with paper/styro cups and stirrers, as required by end-procurement officer; and 8. The supplier should provide snacks for the non-pork eaters or vegetarian as required by the 4Ps NPMO authorized representative. Minimum and Maximum Order: Min. order is 80% of the total approved no. of participant per activity Max. order is 100% of the total approved no. of participant per activity Location of Service Provider: The service provider should be within in Manila, Quezon City Paranaque, Makati, Las Pinas, Muntinlupa, San Mateo, Rizal and Marikina City *** nothing follows *** APPROVED BUDGET FOR THE CONTRACT: PhP 53,400.00				

PURPOSE : **Supply and Delivery of Food Meals for Various Activities/Trainings of 4Ps**

PR No. **01-20001-PR-2021-02-00115**

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JOANNA ROSE B. MEDALLADA
Procurement Officer

(Signature over printed name)

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurati]

[Format shall be based on the latest Rules on Notarial Practice]