



ADMINISTRATIVE DIVISION  
PROCUREMENT MANAGEMENT SECTION

DSWD-GF-002 | REV 02 | 17 AUG 2022

REQUEST FOR QUOTATION

Section 53.9b - SVP - Goods

RFO NO. 04-0399  
DATE: May 08, 2023

COMPANY NAME : \_\_\_\_\_  
COMPANY ADDRESS : \_\_\_\_\_  
CONTACT PERSON : \_\_\_\_\_  
CONTACT NO. : \_\_\_\_\_  
COMPANY TIN NO : \_\_\_\_\_

Sir/Madam:

**KALAHI - 2023-04-0195**  
**POSTED**  
GEPs REF No: 9739896  
DATE: May 15, 2023  
SIGNATURE: [Signature]

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 **TECHNICAL SPECIFICATION** could be basis for non-compliance. Also, furnish us with the 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 this form together with Annex A to DSWD FO IX BAC OFFICE on or before May 15, 2023 @ 5:00:00 PM

Very truly yours,

**RENATO G. FOJAS**  
Regional Procurement Officer

Terms and Conditions:

PURPOSE : **FOR KC-NCDDP-AF CEAC FOR THE MUNICIPALITY OF BAYOG**  
PR Number : **2023-04-0399**

- 1. Award shall be made on per:  Item Basis  Lot Basis
- 2. Quotation Validity : 20 Calendar days from BID opening.
- 3. Goods shall be delivered: 25 days after received/ conformed on the PO
- 4. Delivery Area : **Bayog, ZDS**
- 5. Terms of payment : Within 60 Calendars after Delivery
- 6. Liquidated Damages/Penalty : 1/10 of 1% undelivered portion x no. of days delayed
- 7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- 8. Warranty : n/a
- 9. Performance Security : n/a

Please email your request for quotation and annex A at [bacrfq.dswdfo9@gmail.com](mailto:bacrfq.dswdfo9@gmail.com)

Department of Social Welfare and Development\* FO-IX  
**BIDS AND AWARDS COMMITTEE**  
For Posting  
Received by: [Signature]  
Date & Time: May 15, 2023  
Remarks:

(signature over printed name)

Supplier

PHILGEPS NO. \_\_\_\_\_

PHILGEPS EXPIRY: \_\_\_\_\_



**COMPANY NAME**  
**COMPANY ADDRESS**  
**CONTACT PERSON**  
**CONTACT NO.**

**ADMINISTRATIVE DIVISION**  
**PURCHASING MANAGEMENT SECTION**  
 OFFICE OF THE ASSISTANT SECRETARY FOR PURCHASING  
 1000 BRUNNEN DRIVE, SUITE 1000, WASHINGTON, DC 20030  
**RFQ No.:** 04-0399  
**Date:** May 08, 2023  
**ANNEX A: BFO**

Item No.	Qty.	Unit	PURCHASERS' SPECIFICATIONS	Supplier/Service Provider's Specifications <small>(Please write detailed specifications in the space provided)</small>	Unit Cost	Total Cost
1	56	PAX	<b>Project Development Workshop</b> 1 meal and 2 snacks @ 2 days activity (3/biry; 5 LGUs, ACT and MCT) (meals- fish/meat (fried or grilled) with local vegetable soup, vegetable salad, side dishes, drinks and rice) (snack- local nutritious snacks with drinks) May 25-26, 2023	↕		
2	56	PAX	<b>MIAC Technical Review</b> 1 Meal and 2 snacks @ 1-day activity per barangay (3/biry; 5 LGUs,ACT/MCT) (meals- Fish/meat (fried or grilled) with local vegetable soup, vegetable salad, side dishes, drinks and rice) (snack- local nutritious snacks with drinks) June 8, 2023			
3	56	PAX	<b>MDRRMC Meeting for Endorsement</b> 1 Meal and 2 snacks @ 1-day activity per barangay (3/biry; 5 LGUs,ACT/MCT) (meals- Fish/meat (fried or grilled) with local vegetable soup, vegetable salad, side dishes, drinks and rice) (snack- local nutritious snacks with drinks) June 9, 2023			
4	56	PAX	<b>Procurement Refresher</b> 1 Meal and 2 snacks @ 2-days activity per barangay (3/biry; 5 LGUs,ACT/MCT) (meals- Fish/meat (fried or grilled) with local vegetable soup, vegetable salad, side dishes, drinks and rice) (snack- local nutritious snacks with drinks) June 28-29, 2023			
5	56	PAX	<b>Financial Management Refresher</b> 1 Meal and 2 snacks @ 1-day activity per barangay (3/biry; 3 LGUs,ACT/MCT) (meals- Fish/meat (fried or grilled) with local vegetable soup, vegetable salad, side dishes, drinks and rice) (snack- local nutritious snacks with drinks) June 30, 2023			
6	56	PAX	<b>OGM Training</b> 1 Meal and 2 snacks @ 2-days activity (3/biry; 5 LGUs,ACT/MCT) (meals- Fish/meat (fried or grilled) with local vegetable soup, vegetable salad, side dishes, drinks and rice) (snack- local nutritious snacks with drinks) July 21-22, 2023			
7	15	PAX	<b>MSIT Orientation for BET</b> 1 Meal and 2 snacks @ 1-day activity (15 LGUs,ACT/MCT) (meals- Fish/meat (fried or grilled) with local vegetable soup, vegetable salad, side dishes, drinks and rice) (snack- local nutritious snacks with drinks) July 15, 2023			
8	56	PAX	<b>Municipal Fiduciary</b> 1 Meal and 2 snacks @ 2-days activity (3/biry; 5 LGUs,ACT/MCT) (meals- Fish/meat (fried or grilled) with local vegetable soup, vegetable salad, side dishes, drinks and rice) (snack- local nutritious snacks with drinks) June 28 and October 27, 2023			
				<b>176,680.00</b>		

**PURPOSE:** FOR KC-NCDDP-AF CEAC FOR THE MUNICIPALITY OF BAYOG  
**PR. NO.** 2023-04-0399

**DOCUMENTS REQUIRED DURING RFQ OPENING:**

- Mayor's Permit
- Philips Registration Number
- Income/Business Tax Return for ABCs Above 500K

**DOCUMENTS REQUIRED BEFORE ISSUANCE OF NOTICE OF AWARD:**

- Omnibus Sworn Statement for ABCs Above 500K

(SIGNATURE OVER PRINTED NAME)  
 SUPPLIER

CANVASSER

DSWD Field Office IX, General Vicente Alvarez Street, Zamboanga City, Philippines 7000  
 Website: <http://www.dswd.gov.ph/> | Email: [ops@dswo.gov.ph](mailto:ops@dswo.gov.ph) | Tel No.: (052) 991-6050/991-6095 | Telefax: (052) 993-095

