

**REQUEST FOR QUOTATION**

ND-52 0 - Small Value Procurement

RFQ NO. 2024-04-0551  
DATE: April 02, 2024

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

Sir/Madam:

*Korchi - 2024-04-0551*  
**POSTED**  
GEPs REF No: *10731596*  
DATE: \_\_\_\_\_  
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-9 on or before

April 11, 2024 @ 5:00:00 PM

Very truly yours,

**ROLANDO V. CUEVA**  
Regional Procurement Officer

**Terms and Conditions:**

PURPOSE : **FOR KC-KKB CEAC FOR THE MUNICIPALITY OF LAKEWOOD**  
PR Number : **2024-04-0551**

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 : **Lakewood, Zamboanga Del Sur**
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)

(signature over printed name)

Supplier

PHILGEPS NO: \_\_\_\_\_

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



**ANNEX A: RFQ**

RFQ No. : 2024-04-0551

Date: April 02, 2024

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

Item No.	Qty.	Unit	PURCHASER'S SPECIFICATIONS	Supplier/Service Provider's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
	143	pax	<b>Participatory Situational analysis/BDP Validation and need</b> 1 Meal and 2 snacks @ 1-day activity per barangay (3/brgy, 25 LGUs,ACT,MCT) April 10, 2024			
	55	pax	<b>Project Development Workshop</b> 1 Meal and 2 snacks @ 2-days activity per barangay (3/brgy, 25 LGUs,ACT,MCT) May 15-16, 2024			
	38	pax	<b>Procurement Refresher</b> 1 Meal and 2 snacks @ 2-days activity per barangay (6/brgy, 5 LGUs,ACT,MCT) July 16-17, 2024			
	38	pax	<b>Financial Management Refresher</b> 1 Meal and 2 snacks @ 2-days activity per barangay (4/brgy, 5 LGUs,ACT,MCT) July 18-19, 2024			
	31	pax	<b>Operation and Maintenance Training</b> 1 Meal and 2 snacks @ 2-days activity per barangay (3/brgy, 5 LGUs,ACT,MCT) September 12-13, 2024 XXXXXXXXXXXXXXXXXXXXXXXXXXXX			
						116,750.00

PURPOSE: FOR KC-KKB CEAC FOR THE MUNICIPALITY OF LAKEWOOD  
PR. NO. 2024-04-0551

**DOCUMENTS REQUIRED DURING RFQ OPENING:**

- Mayor's Permit
- Philgeps Registration Number
- Income/Business Tax Return for ABC's Above 500k

**DOCUMENT/S REQUIRED BEFORE ISSUANCE OF NOTICE OF AWARD:**

- Omnibus Sworn Statement for ABC's Above 500k

(SIGNATURE OVER PRINTED NAME)

SUPPLIER

CANVASSER



## MENU for CEAC Activities

### MEALS

1. Fish/meat (fried or grilled)
2. Local vegetable soup
3. Vegetable salad
4. Side dishes
5. Drinks
6. Rice

### Snacks

1. Local nutritious snacks with drinks

Prepared by:

VICENTE C. [Signature] JR.

Approved by:

[Signature]  
Evelyn D. Lingatong  
OIC-Promotive Division