

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT

Field Office VII  
MJ Cuenco Avenue, Cebu City  
Telephone No. 233-0261

REQUEST FOR QUOTATION OF GOODS  
SHOPPING

Date of Request: **September 25, 2024**

RFQ No. **2024-0099 KC-FO7**

Company name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

Sir/Madam: \_\_\_\_\_

1. The National Community Driven Development Project - Additional Financing (NCDDP-AF) hereby requests you to submit price quotations for the following items in Annex A:

To assist you in the preparation of your price quotation, we enclose the necessary technical specifications and required quantities.

2. You may quote for any or more items under this request. Each item shall be evaluated and contract awarded separately to the supplier(s)/ service providers offering the lowest evaluated price on per;

Item Basis  Total Quoted  Lot Basis

3. Your quotation in duplicate and in the English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed materials or pertinent information in English for each item quoted, including names and addresses of supplier(s) / service provider(s) providing after sales service facilities in the Philippines.

4. The deadline for receipt of your quotation (s) by the KC-NCDDP-AF at the address indicated in the Paragraph 6 is:

**September 27, 2024 at 1:00 PM.**

5. Your quotation(s) should be submitted as per the following instruction and in accordance with the Terms and Conditions including the following:

a. Prices: The prices should be quoted for **Catering Services** to be delivered in **Lazi, Siquijor.**

b. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:

- i. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern;
- ii. where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- iii. if a Supplier refuses to accept the correction, his quotation will be rejected.

**In addition to the quoted price, the evaluated price shall include Value Added Tax and other necessary taxes as specified herein.**

iv. **Award of Purchase Order:** The award will be made to the bidder offering the lowest evaluated price that meets the technical and financial requirements.

v. **Validity of the Offer:** Your quotation(s) should be valid for a period of sixty (60) calendar days from the deadline for receipt of quotation(s) indicated in the paragraph 4 of this Request for Quotation.

vi. If the **supplier/service provider** withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then the supplier(s)/ service provider(s) will be excluded from the list of NCDDP-AF suppliers for the project for two years.

vii. If the **supplier/service provider** does not start the delivery or perform the services under the contract/PO within **30 days** (after signing of the contract) without valid reason acceptable to the procuring entity (DSWD), the contract may be terminated through a notice to be issued by the head of the procuring entity (HOPE); the procuring entity shall proceed to negotiate with the succeeding responsive supplier/s; otherwise re-canvass.

viii. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, a penalty of one percent of the undelivered cost for every day of delay shall be imposed.

6. Further information can be obtained from: **DSWD Field Office VII- Kalahi CIDSS Office**  
**M.J. Cuenco Ave. cor. Gen. Maxilom Ave., Cebu City**

Telephone : **(032) 233-8785; 233-0261; 231-2172 local 17126**

E-mail Address : **kalahiaf7.procurement23@gmail.com**

7. Please confirm by fax / e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely yours,

  
**ENGR. EMMANUEL M. EDLES**

Head, Procurement Management Section

Contact #: **(032) 233-8785; 233-0261; 231-2172 local 17126**

\_\_\_\_\_  
(Signature over printed name)

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. 2024-0099 KC-FO7  
Date: September 25, 2024

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
TAX ID No.: \_\_\_\_\_  
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
			<b>Provision of Catering Services (2 Meal and 2 Snacks)</b>			
1			<b>Activity Title: Community Volunteers Culminating Activity: Harvesting the Gains through Community-Driven Development (1 day)</b>			
	108	pax	<b>Date: November 7, 2024</b>			
			<b>Venue: Lazi, Siquijor</b> <b>Meals: Lunch and Dinner (Buffet)</b> <b>Snacks: AM &amp; PM (Packed)</b> <b>Lunch and Dinner Menu:</b> > Rice > 2 Main Dish: (Choices of: <b>Beef / Pork / Chicken or Fish</b> ) > Dessert (Choices of: <b>Fruits or Cakes or Salads</b> ) > Drinks : (Choices of: at least <b>500 ml Bottled Water or 240ml Canned Juice or 330ml Bottled Natural Juice</b> ) No serving of <b>CREAMDORY fish</b> No serving of <b>BAM-E, PANSIT or BIHON (as viand)</b> Strictly <b>NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS / POWDERED JUICES</b> * Please specify name of dishes  <b>AM / PM Snacks:</b> > Variation of <b>Pasta, Noodles, Pastries, Native Kakanin</b> i.e Suman, Puto, Biko etc., <b>Sandwiches</b> , i.e Tuna/Ham & Cheese/Egg with vegetables, etc. or <b>Burgers</b> i.e Beef/Chicken/Ham with vegetables, etc. > Drinks : (Choices of: at least <b>500 ml Bottled Water or 240ml Canned Juice or 330ml Bottled Natural Juice or Coffee/hot Choco</b> ) Strictly <b>NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS</b> * Please specify name of dishes  <b>Other Specifications:</b> > Service provider must attached MENU upon submission of Request for Quotation (RFQ). > Food must be delivered between 9:00AM to 11:00AM (Lunch) & 3:00PM to 5:00PM (Dinner). > Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments. > Service provider must inform the End-user ahead of time for any changes in the menu prior to the delivery. > End-user will inform the service provider at least three (3) days prior to the conduct of meeting. (approved Menu.)  <b>Eligibility Requirements:</b> 1. Mayor's/Business Permit 2. Security and Exchange Commission Certificate (SEC/Department of Trade and Industry Certificate (DTI)/Cooperative Development Authority Certificate(CDA)			
XXXX page 1 of 1 XXXX						
Charge to: KC-NCDDP AF Funds						
End User: KC-NCDDP AF						

PURPOSE : Provision of food for the participants of the activity.  
PR No. 2024-0099 KC-FO7

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) or Letter Order (L.O.) within three (3) days from the date of receipt. FAILURE to sign the original P.O. / L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

  
CRISMARIE S. EROJO

(Signature over printed name)

Canvasser

Contact #: +63-936-525-3891

(Signature over printed name)

Supplier

Company Name: \_\_\_\_\_

Activity Title:

**Community Volunteers Culminating Activity:**

**Harvesting the Grains through Community-Driven Development (1 day)**

**MENU**

**AM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Lunch:** Plain Rice

2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):

(specify) 1. \_\_\_\_\_

(specify) 2. \_\_\_\_\_

Dessert: (Choices of: Fruits or Cakes or Salads)

(specify) \_\_\_\_\_

Drinks:  330ml Bottled Natural Juice i.e.:

(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or  240ml Canned Juice:

(specify) \_\_\_\_\_

or  500ml Bottled Water

**PM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Dinner:** Plain Rice

2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):

(specify) 1. \_\_\_\_\_

(specify) 2. \_\_\_\_\_

Dessert: (Choices of: Fruits or Cakes or Salads)

(specify) \_\_\_\_\_

Drinks:  330ml Bottled Natural Juice i.e.:

(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or  240ml Canned Juice:

(specify) \_\_\_\_\_

or  500ml Bottled Water

\_\_\_\_\_  
(Signature over Printed Name of Supplier/  
Authorized Representative)