



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2022-0787A
 Date : June 6, 2022

Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact No.: _____
 PhilGEPS Registration No.: _____

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 the basis for non-compliance. Also, kindly 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.

Interested service providers are required to submit true copies of their valid **Mayor's/Business Permit and Philgeps Registration Number** upon submission of quotation. An **Omnibus Sworn Statement** shall be required prior to award.

Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 233-0261; 231-2172 local 17126 or **kc.af7.procurement@gmail.com** on or before **June 13, 2022 at 9:00AM**.

Very truly yours,


ROSARIO P. BACONG

AO V/Head, Procurement Management Section

Terms and Conditions:

1. Award shall be made on per: item basis total quoted price lot basis
2. Quotation validity shall be not less than **60 calendar days**.
3. Good/s or Services shall be done **on the specific dates in Annex A**.
4. Place of Delivery: Lila, Bohol
5. Terms of Payment: within 30 calendar days from the completion of services and receipt of Billing Statement / Sales Invoice.
6. Liquidated Damages/Penalty: One-tenth of one percent for everyday of delay shall be imposed.
7. In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
8. Warranty Period, if applicable: _____


EDLYN S. CANGQUE

Canvasser

I am interested to quote and agree to the terms and conditions.

 (Signature over Printed Name of Supplier /
 Authorized Representative)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

Company Name: _____

RFQ DSWD7-2022-0787A

Company Address: _____

Date: June 6, 2022

Contact Person: _____

Contact No.: _____

PhilGEPS Registration No.: _____

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	45	pax	Provision of Catering Services (1 Meal and 2 Snacks)				
			Title of Activity : 2nd Municipal Disaster Risk Reduction Management Council Meeting for the Endorsement of Sub-Projects for Funding for Group 1 Phase 2 Date : June 23, 2022				
2			Title of Activity : Barangay Development Council, BDC-Technical Working Group and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops on Infrastructure, Government Procurement, and Financial Management System for Group 1 Phase 2 municipalities Date: June 28, 2022				
	137	pax	Community Infrastructure				
	137	pax	Government Procurement (RA 9184)				
	137	pax	Financial Management System				
			Venue : Lila, Bohol Meals : Lunch (Packed) Snacks : AM & PM (Packed) Lunch Menu: > Rice > 2 Main Dish:(Choices of: Beef / Pork / Chicken or Fish) > 1 Main Dish : Vegetables > Dessert (Choices of: Fruits or Cakes or Salads) > Drinks : (Choices of: at least 500 ml Bottled Water and 330ml Bottled Natural Juice or 240ml Canned Juice) No serving of CREAMDORY fish No serving of BAM-E, PANSIT or BIHON (as viand) Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS AM / PM Snacks: > Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin > Drinks : (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice or 240ml Canned Juice or Coffee/Hot Choco) Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS Other Specifications: > Service provider must attached MENU upon submission of Request for Quotation (RFQ). > Food must be delivered between 9:00 AM to 11:00 AM. > 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 Budget for the Contract: Php182,400.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: KC-NCDDP AF							
Purpose :	For the conduct of 2nd Municipal Disaster Risk reduction Management Council meeting to present, discuss & defend, priority need of the Barangay; and finalize the Sub-project Proposals approving and endorsing SP Proposals to RPMO for Funding and for the Barangay Development Council, BDC-Technical Working Group (BDC-TWG) and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops on Government Procurement (RA9184), in order to realize and recognize the importance of the precise guidelines and procedures; and Incorporate techniques, methods and skills and adequately translate their gained knowledge and skills into their respective duties and responsibilities.						

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

EDLYN S. CANGQUE
Canvasser

Signature of supplier/Authorized Representative over printed name

Company Name: _____
Activity Title: **2nd Municipal Disaster Risk Reduction Management Council Meeting for the Endorsement of Sub-Projects for Group 1 Phase 2**

MENU

AM Snacks: (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice:
(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. _____
1 Main Dish (Vegetables):
(specify) _____
Dessert: _____
Drinks: 330ml Bottled Natural Juice:
(specify) _____
or 240ml Canned Juice:
(specify) _____
and
500ml Bottled Water

PM Snacks: (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice:
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Activity Title: **Barangay Development Council, BDC-Technical Working Group and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops on Infrastructure, Government Procurement, and Financial Management System for Group 1 Phase 2 municipalities**

Day 1: Community Infrastructure

MENU

AM Snacks: (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice:
(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. _____
1 Main Dish (Vegetables):
(specify) _____
Dessert: _____
Drinks: 330ml Bottled Natural Juice:
(specify) _____
or 240ml Canned Juice:
(specify) _____
and
500ml Bottled Water

PM Snacks: (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice:
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

(Signature over Printed Name of Supplier/
Authorized Representative)

Company Name: _____
Activity Title: **Barangay Development Council, BDC-Technical Working Group and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops on Infrastructure, Government Procurement, and Financial Management System for Group 1 Phase 2 municipalities**

Day 2: Government Procurement (RA9184)

MENU

AM Snacks: (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice:
(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. _____
1 Main Dish (Vegetables):
(specify) _____
Dessert: _____
Drinks: 330ml Bottled Natural Juice:
(specify) _____
or 240ml Canned Juice:
(specify) _____
and
500ml Bottled Water

PM Snacks: (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice:
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Activity Title: **Barangay Development Council, BDC-Technical Working Group and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops on Infrastructure, Government Procurement, and Financial Management System for Group 1 Phase 2 municipalities**

Day 3: Financial Management System

MENU

AM Snacks: (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice:
(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. _____
1 Main Dish (Vegetables):
(specify) _____
Dessert: _____
Drinks: 330ml Bottled Natural Juice:
(specify) _____
or 240ml Canned Juice:
(specify) _____
and
500ml Bottled Water

PM Snacks: (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice:
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

(Signature over Printed Name of Supplier/
Authorized Representative)

DRN: PROMD-P-MEMO-2022-06-06211-S
MEMORANDUM

FOR : THE CHAIRPERSONS, BIDS AND AWARDS COMMITTEES
THRU : THE HEAD, BAC SECRETARIAT
FROM : The AO V/Head
 Procurement Management Section
SUBJECT : REQUEST FOR APPROVAL TO PROCEED WITH THE POSTING
 AT PHILGEPS, WEBSITE AND CONSPICUOUS PLACES
DATE : 6 JUNE 2022

May we request for your approval to proceed with the posting at PhilGEPS, Website and Conspicuous places of the signed Request for Quotation with the following details:

PR No.	Particulars	End-User	Approved Budget for the Contract
2022-0787A	Catering Services in Lila, Bohol for the conduct of the following activities: 1. 2 nd Municipal Disaster Risk Reduction Management Council Meeting for the Endorsement of Sub-Projects for Funding for Group 1 Phase 2 2. Barangay Development Council, BDC-Technical Working Group and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops on Infrastructure, Government Procurement, and Financial Management System for Group 1 Phase 2 Municipalities	KC	Php182,400.00

Attached also are the following documents:

No.	Type of Documents	No. of Copies	
		Original	Photocopy
1	Signed Request for Quotation	1	-
2	Approved Purchase Request	2	-
3	Approved Project Proposal (with CTC)	-	2

For your approval.

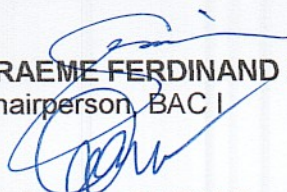
Thank you.


 ROSARIO P. BACONG

Recommending Approval:

ROSEMARIE S. SALAZAR
 BAC Secretariat Head

Approved by:


 GRAEME FERDINAND D. ARMECIN
 Chairperson, BAC I


 AILEEN G. CUEVAS
 Chairperson, BAC II