

07049-5



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII  
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

**REQUEST FOR QUOTATION  
NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2022-1123  
Date : June 24, 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](mailto:kc.af7.procurement@gmail.com) on or before **July 1, 2022 at 10:00AM.**

Very truly yours,

  
**ROSARIO P. BACONG**  
AO V/Head, Procurement Management Section

**Terms and Conditions:**

- Award shall be made on per:  item basis  total quoted price  lot basis
- Quotation validity shall be not less than **60 calendar days.**
- Good/s or Services shall be done **on the specific dates in Annex A.**
- Place of Delivery: Lila, Bohol
- Terms of Payment: **within 30 calendar days from the completion of services and receipt of Billing Statement / Sales Invoice.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- 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.
- Warranty Period, if applicable: \_\_\_\_\_

  
**EDLYN S. CANGQUE**  
Carvasser

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

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



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

RFQ No.: DSWD7-2022-1123

Company Address: \_\_\_\_\_

Date: June 24, 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
			<b>Provision of Catering Services</b> <b>1 Meal and 2 Snacks</b>				
1	47	pax	<b>Title of Activity : Municipal Fiduciary Review</b> <b>Date : September 08, 2022</b>				
2	79	pax	<b>Title of Activity : MDRRMC Meeting cum Municipal Accountability Reporting</b> <b>Date : November 08, 2022</b>				
			<b>Venue : Lila, Bohol</b> <b>Meals : Lunch (Packed)</b> <b>Snacks : AM &amp; PM (Packed)</b> <b>Lunch Menu:</b> > 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 240ml Canned Juice or 330ml Bottled Natural Juice i.e. Lemon/Calamansi/Buko/Cucumber etc. ) <i>No serving of CREAMDORY fish</i> <i>No serving of BAM-E, PANSIT or BIHON (as viand)</i> <b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS/POWDERED JUICES</b> <b>AM / PM Snacks:</b> > Variation of Pasta, Noodles, Pastries, Native Kakanin, Sandwiches, i.e. Tuna/Ham & Cheese/Egg with vegetables, etc. or Burgers i.e. Beef/Chicken/Ham with vegetables, etc. > Drinks : (Choices of: at least 500 ml Bottled Water and 240ml Canned Juice or 330ml Bottled Natural Juice i.e. Lemon/Calamansi/Buko/Cucumber etc. or Coffee/Hot Choco) <b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS/POWDERED JUICES</b> <b>*Please specify name of Dishes</b> <b>Other Specifications:</b> > 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. <b>Php50,400.00</b>				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: <b>KC-NCDDP AF</b>							
Purpose : Provision of food for the participants of the activity.							

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: **Municipal Fiduciary Review**

**MENU**

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

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

**Lunch:** Plain Rice

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

(specify) 1: \_\_\_\_\_

(specify) 2: \_\_\_\_\_

1 Main Dish (Vegetables):

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

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): \_\_\_\_\_

and 500ml Bottled Water

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

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

Activity Title: **MDRRMC Meeting cum Municipal Accountability Reporting**

**MENU**

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

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

**Lunch:** Plain Rice

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

(specify) 1: \_\_\_\_\_

(specify) 2: \_\_\_\_\_

1 Main Dish (Vegetables):

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

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): \_\_\_\_\_

and 500ml Bottled Water

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

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

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

DRN: PROMD-P-MEMO-2022-06-07049-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** : 24 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
2022-1123	Catering Services in Lila, Bohol for the conduct of Municipal Fiduciary Review and MDRRMC Meeting cum Municipal Accountability Reporting	KC	Php50,400.00

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

Approved by:

GRAEME FERDINAND D. ARMECIN  
Chairperson, BAC I

Recommending Approval:

ROSEMARIE S. SALAZAR  
BAC Secretariat Head

AILEEN G. CUEVAS  
Chairperson, BAC II