



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. : DSWD7-2022-1174
Date : June 30, 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 July 7, 2022 at 3:00PM.

Very truly yours,


ROSARIO R. 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: Talibon, Bohol
within 30 calendar days from the completion of services and receipt of Billing Statement / Sales Invoice.
- 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. GANGQUE
Canvasser

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

(Signature over Printed Name of Supplier /
Authorized Representative)



Company Name: _____

RFQ No.: DSWD7-2022-1174

Date: June 30, 2022

Company Address: _____

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 |
|----------|-----|------|--|--|-------------------------|-----------|------------|
| | | | Provision of Catering Services (1 Meal and 2 Snacks) | | | | |
| 1 | 50 | pax | Title of Activity : 1st Municipal Disaster Risk Reduction and Management Council (MDRRMC) Meeting Date : August 24, 2022 | | | | |
| | | | Title of Activity : Project Development Workshop (PDW) for the 2nd Priority Sub-Project | | | | |
| 2 | 62 | pax | Day 1 : September 08, 2022 | | | | |
| | 62 | pax | Day 2 : September 09, 2022 | | | | |
| 3 | 68 | pax | Title of Activity : Municipal Inter-Agency Committee (MIAC) Technical Review of Sub-Project Proposal Date : October 06, 2022 | | | | |
| 4 | 50 | pax | Title of Activity : 2nd Municipal Disaster Risk Reduction and Management Council (MDRRMC) Meeting for Endorsement of SP Proposal Date : October 18, 2022 | | | | |
| | | | Title of Activity : Barangay Development Council, BDC-Technical Working Group (BDC-TWG) and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshop on Infrastructure, Government Procurement and Financial Management System (CVs Training) | | | | |
| 5 | 139 | pax | Date : October 19, 2022 Government Procurement | | | | |
| | 137 | pax | Date : October 20, 2022 Community Infrastructure | | | | |
| | 150 | pax | Date : October 21, 2022 Financial Management System | | | | |
| 6 | 62 | pax | Title of Activity : Municipal Fiduciary Review Date : November 09, 2022 | | | | |
| 7 | 75 | pax | Title of Activity : MDRRMC Meeting cum Municipal Accountability Reporting Date : November 22, 2022 | | | | |
| | | | Venue : Talibon, Bohol Meals : Lunch (Packed) Snacks : AM & PM (Packed) | | | | |

| Item No. | Qty | Unit | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|--|-----|---|--|---|-------------------------|-----------|------------|
| | | | <p><u>Lunch Menu:</u></p> <p>> Rice</p> <p>> 2 Main Dish:(Choices of: Beef / Pork / Chicken or Fish)</p> <p>> 1 Main Dish : Vegetables</p> <p>> Dessert (Choices of: Fruits or Cakes or Salads)</p> <p>> 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.)</p> <p><i>No serving of CREAMDORY fish</i></p> <p><i>No serving of BAM-E, PANSIT or BIHON (as viand)</i></p> <p>Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS/POWDERED JUICES</p> <p><u>AM / PM Snacks:</u></p> <p>> 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.</p> <p>> Drinks : (Choices of: at least 500 ml Bottled Water or 240ml Canned Juice or 330ml Bottled Natural Juice i.e. Lemon/Calamansi/Buko/Cucumber etc. or Coffee/Hot Choco)</p> <p>Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS</p> <p>*Please specify name of Dishes</p> <p><u>Other Specifications:</u></p> <p>> Service provider must attached MENU upon submission of Request for Quotation (RFQ).</p> <p>> Food must be delivered between 9:00 AM to 11:00 AM.</p> <p>> Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments.</p> <p>> Service provider must inform the End-user ahead of time for any changes in the menu prior to the delivery.</p> <p>> End-user will inform the service provider at least three (3) days prior to the conduct of meeting.</p> | | | | |
| Approved Budget for the Contract: Php342,000.00 | | | | 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 : | | Provision of food for the participants of the activity. | | | | | |

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

Signature of supplier/Authorized Representative over printed name


EDLYN S. CANGQUE
 Canvasser

Company Name: _____

Activity Title: **1st Municipal Disaster**

Risk Reduction and Management

Council (MDRRMC) Meeting

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.):

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. _____

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.):

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) _____

Activity Title: **Project Development**
Day 1:

Workshop (PDW) for the 2nd Priority

Sub-Project

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.):

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. _____

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.):

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) _____

Day 2:

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.):

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. _____

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.):

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) _____

(Signature over Printed Name of Supplier/
Authorized Representative)

Company Name: _____

Activity Title: Municipal Inter-Agency Committee (MIAC) Technical Review of Sub-Project Proposal

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.):

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. _____

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.):

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) _____

Activity Title: 2nd Municipal Disaster Endorsement of SP Proposal

Risk Reduction and Management

Council (MDRRMC) Meeting for

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.):

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. _____

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.):

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) _____

Activity Title: Barangay Development and Management Council Members Coaching Session and Workshop Day 1: Government Procurement

Council, BDC-Technical Working Group Members Coaching Session and Workshop (CV's Training)

(BDC-TWG and Barangay Disaster Risk Reduction Infrastructure, Government Procurement)

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.):

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. _____

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.):

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) _____

(Signature over Printed Name of Supplier/
Authorized Representative)

Company Name: _____

Day 2: Community Infrastructure

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.):

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. _____
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.):

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) _____

Day 3: Financial Management System

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.):

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. _____
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.):

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) _____

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.):

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. _____
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.):

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) _____

(Signature over Printed Name of Supplier/
Authorized Representative)

Company Name: _____

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.):

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. _____

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.):

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) _____

(Signature over Printed Name of Supplier/
Authorized Representative)