

REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2022-1182 ✓
Date : June 30, 2022 ✓

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

Sir/Madam:

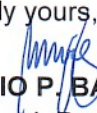
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures 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 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: **Barili, Cebu** ✓
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: _____


CRISMARIE S. EROJO
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: _____

Company Address: _____

Contact Person: _____

Contact No.: _____

PhilGEPS Registration No.: _____

RFQ DSWD7-2022-1182

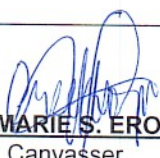
Date: June 30, 2022

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)				
			Title of Activity : 1st Municipal Disaster Risk Reduction and Management Council (MDRRMC) Meeting				
67	pax		Date : August 24, 2022				
			Title of Activity : Project Development Workshop (PDW) for the 2nd Priority Sub-Project				
96	pax		Day 1: September 13, 2022				
96	pax		Day 2: September 14, 2022				
			Title of Activity : Municipal Inter-Agency Committee (MIAC) Technical Review of Sub-Project Proposal				
102	pax		Date : October 12, 2022				
			Title of Activity : 2nd Municipal Disaster Risk Reduction and Management Council (MDRRMC) Meeting for Endorsement of SP Proposal				
67	pax		Date : October 19, 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)				
224	pax		Day 1: October 26, 2022 - Government Procurement				
222	pax		Day 2: October 27, 2022 - Community Infrastructure				
235	pax		Day 3: October 28, 2022 - Financial Management System				
			Title of Activity : Municipal Fiduciary Review				
96	pax		Date : November 8, 2022				
			Title of Activity : MDRRMC Meeting cum Municipal Accountability Reporting				
109	pax		Date : November 22, 2022				
			Venue : Barili, Cebu				
			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
			<u>Lunch Menu:</u> > 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> Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS/POWDERED JUICES <u>AM / PM Snacks:</u> > 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 or 240ml Canned Juice or 330ml Bottled Natural Juice i.e. Lemon/Calamansi/Buko/Cucumber etc. or Coffee/Hot Choco) Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS *Please specify name of Dishes <u>Other Specifications:</u> > 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: Php525,600.00				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


CRISMARIE S. EROJO
 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 Risk Reduction and Management Council Member and Financial Management System 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)