



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. : DSWD7-2022-1475  
Date : September 06, 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 **September 13, 2022 at 11:00AM**.

Very truly yours,

*Mary*  
**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: Dimiao, 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*  
**EDLYN S. CANGQUE**  
Canvasser

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

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



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

 RFQ DSWD7-2022-1475  
 Date: September 06, 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
			<b>Provision of Catering Services (1 Meal and 2 Snacks)</b>				
1	152 ✓	pax	<b>Title of Activity : Project Development Workshop</b> <b>Date : September 28, 2022</b>				
	152 ✓	pax	<b>Date : September 29, 2022</b>				
2	95 ✓	pax	<b>Title of Activity : 2nd MDRRMC Meeting for Sub-Project Endorsement for Funding</b> <b>Date : October 6, 2022</b>				
3	187 ✓	pax	<b>Title of Activity : Municipal Fiduciary Review for KC-NCDDP-KKB</b> <b>Date : November 4, 2022</b>				
	187 ✓	pax	<b>Date : November 10, 2022</b>				
4	200 ✓	pax	<b>Title of Activity : Municipal Accountability Reporting</b> <b>Date : November 23, 2022</b>				
			<b>Venue : Dimiao, 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)				
			<b>No serving of CREAMDORY fish</b> <b>No serving of BAM-E, PANSIT or BIHON (as viand)</b> <b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS/POWDERED JUICES</b> <b>* Please specify name of dishes</b>				

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost	
			<p><b>AM / PM Snacks:</b></p> <p>&gt; Variation of Pasta, Noodles, Pastries, Native Kakanin, Sandwiches, i.e. Tuna/Ham &amp; Cheese/Egg with vegetables, etc. or Burgers i.e Beef/Chicken/Ham with vegetables, etc.</p> <p>&gt; Drinks : (Choices of: at least 500 ml Bottled Water, 240ml Canned Juice or 330ml Bottled Natural Juice or Coffee/Hot Choco)</p> <p><b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS/POWDERED JUICES</b></p> <p><b>*Please specify name of Dishes</b></p> <p><b>Other Specifications:</b></p> <p>&gt; Service provider must attached MENU upon submission of Request for Quotation (RFQ).</p> <p>&gt; Food must be delivered between 9:00 AM to 11:00 AM.</p> <p>&gt; 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>&gt; Service provider must inform the End-user ahead of time for any changes in the menu prior to the delivery.</p> <p>&gt; End-user will inform the service provider at least three (3) days prior to the conduct of meeting.</p>					
<b>Total:</b>								
Approved Budget for the Contract: <b>Php389,200.00</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-KKB</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: \_\_\_\_\_

**1. Activity Title: Project Development Workshop**

**\*Day 1:**

**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) \_\_\_\_\_

**2. Activity Title: 2<sup>nd</sup> MDRRMC Meeting for Sub-Project Endorsement 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

**Funding**

**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: \_\_\_\_\_

**3. Activity Title: Municipal Fiduciary Review for KC-NCDDP-KKB**

**\*Day 1:**

**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) \_\_\_\_\_

**4. Activity Title: 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)