



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. : DSWD7-2022-1479
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 on or before **September 13, 2022 at 11:00AM.**

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: Balilihan, 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
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 DSWD7-2022-1479
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
			Provision of Catering Services (1 Meal and 2 Snacks)				
1	107	pax	Title of Activity : Orientation on the Basic Health Protocols and the Roles and Functions of Barangay Health Emergency Response Teams (BHERTs) Date : October 4, 2022 (2 classes per batch)				
	107	pax	Date : October 7, 2022 (2 classes per batch)				
	106	pax	Date : October 11, 2022 (2 classes per batch)				
2	56	pax	Title of Activity : Municipal Fiduciary Review Date : October 6, 2022				
	56	pax	Date : October 13, 2022				
	60	pax	Date : October 20, 2022				
3	92	pax	Title of Activity : Municipal Accountability Reporting Date : October 27, 2022				
			Venue : Balliian, 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 240ml Canned Juice or 330ml Bottled Natural Juice)				
			No serving of CREAMDORY fish No serving of BAM-E, PANSIT or BIHON (as viand) Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS/POWDERED JUICES * Please specify name of dishes				

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			AM / PM Snacks: > 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, 240ml Canned Juice or 330ml Bottled Natural Juice or Coffee/Hot Choco) Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS/POWDERED JUICES *Please specify name of Dishes 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.				
Total:							
Approved Budget for the Contract: Php233,600.00				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-KKB							
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: Orientation on the Basic Health Protocols and the Roles and Emergency Response Teams (BHERT s)

Functions of Barangay Health

***Day 1: (2 classes per batch)**

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: (2 classes per batch)**

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: (2 classes per batch)**

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: _____

2. Activity Title: Municipal Fiduciary Review

***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) _____

Day 3:

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: _____

3. 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)