



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. : DSWD7-2022-1491 ✓  
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,

  
**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: Jagna, Bohol ✓
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: \_\_\_\_\_

  
**EDLYN S. CANGQUE**  
Cavasser

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

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



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

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

Contact Person: \_\_\_\_\_

Contact No.: \_\_\_\_\_

 RFQ DSWD7-2022-1491  
 Date: September 06, 2022

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	114	pax	<b>Title of Activity : Orientation on the Basic Health Protocols and the Roles and Functions of Barangay Health Emergency Response Teams (BHERTs)</b> <b>Date : October 7, 2022 ( 2 classes per batch)</b>				
	113	pax	<b>Date : October 11, 2022 ( 2 classes per batch)</b>				
	113	pax	<b>Date : October 21, 2022 ( 2 classes per batch)</b>				
2	60	pax	<b>Title of Activity : Municipal Fiduciary Review</b> <b>Date : October 5, 2022</b>				
	60	pax	<b>Date : October 13, 2022</b>				
	60	pax	<b>Date : October 19, 2022</b>				
3	96	pax	<b>Title of Activity : Municipal Accountability Reporting</b> <b>Date : October 28, 2022</b>				
			<b>Venue : Jagna, 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>Php246,400.00</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-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: 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)