DSWD
Department of Social Welfare and Development

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.   : DSWD7-2022-1532
Date   : September 12, 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
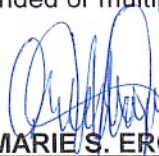
Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 233-0261; 231-2172 local 17126 or **kc.af7.procurement@gmail.com** on or before **September 19, 2022 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: **Sogod, 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)

DSWD DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

Company Name: _____

Company Address: _____

Contact Person: _____

Contact No.: _____

PhilGEPS Registration No.: _____

RFQ DSWD7-2022-1532
Date: September 12, 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 : 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)				
	86	pax	*Day 1:* **November 24, 2022** - Government Procurement (RA9184)				
	84	pax	*Day 2:* **November 29, 2022** - Community Based Infrastructure				
	97	pax	*Day 3:* **November 30, 2022** - Financial Management System				
			Venue : **Sogod, Cebu**				
			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				
			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 or 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				

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			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.				

Approved Budget for the Contract: **Php106,800.00**

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.

CRISMARIE S. EROJO
Canvasser

_____
Signature of supplier/Authorized
Representative over printed name

Company Name: _____

Activity Title: **Barangay Development Council, BDC-Technical Working Group (BDC-TWG) and Barangay Disaster Risk Reduction Management Council Members Coaching Sessions and Workshop on Infrastructure, Government Procurement and Financial Management System (CVs Training)**

Day 1: Government Procurement (9184)

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.):

_____

Drings: ☐ 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: Community Based 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) _____

_____
(Signature over Printed Name of Supplier/
Authorized Representative)