**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.   :   DSWD7-2022-0802

Date   :   May 4, 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 **May 10, 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  [v] 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:   **Dumanjug, 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** DSWD7-2022-0802
**Date:** May 4, 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 and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops Government Procurement (RA 9184) Group 2 Phase 1 retained municipalities** | | | | |
| | 270 | pax | *Date :* **May 19, 2022** | | | | |
| | | | *Title of Activity :* **Organizational Development and Management Training for O&M Groups for Group 2 Phase 1 Retained** | | | | |
| | 86 | pax | *Day 1:* **May 24, 2022** | | | | |
| | 86 | pax | *Day 2:* **May 25, 2022** | | | | |
| | | | *Title of Activity :* **Municipal Accountability Reporting for Group 2 Phase 1 Retained** | | | | |
| | 136 | pax | *Date :* **July 11, 2022** | | | | |
| | | | *Venue :* **Dumanjug, 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 330ml Bottled Natural Juice or 240ml Canned Juice )   No serving of **CREAMDORY** fish   No serving of **BAM-E, PANSIT or BIHON (as viand)** *Strictly* **NO SOFTDRINKS & FLAVORED BOTTLED DRINKS** **AM / PM Snacks:** > Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin > Drinks : (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice or 240ml Canned Juice or Coffee/Hot Choco) *Strictly* **NO SOFTDRINKS & FLAVORED BOTTLED DRINKS** **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: **Php231,200.00**

End User: **KC-NCDDP AF**

Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.

Purpose : For the conduct of Barangay Development Council, BDC-Technical Working Group (BDC-TWG) and BDRRMC Members Coaching Sessions and Workshops on Government Procurement to enable them to understand the essentials of KALAHI-CIDSS procedure under RA 9184. The Organizational Development and Management Training for O&M Groups to identified and defined their Core values, and formulated their Goals and Municipal Accountability Reporting to share and discuss lessons learned, issues and concerns during the current cycle and present the Municipal Sustainability Plan and come-up with resolution.

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 and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops Government Procurement (RA 9184) Group 2 Phase 1 retained municipalities**

### MENU

**AM Snacks:** (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: ☐ 500ml Bottled Water
   or ☐ 330ml Bottled Natural Juice:
(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: _____
Drinks: ☐ 330ml Bottled Natural Juice:
(specify) _____
   or ☐ 240ml Canned Juice:
(specify)_____
and
500ml Bottled Water

**PM Snacks:** (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: ☐ 500ml Bottled Water
   or ☐ 330ml Bottled Natural Juice:
(specify) _____
   or ☐ 240ml Canned Juice:
(specify) _____
   or ☐ Coffee/Hot Choco:
(specify)_____

**Activity Title: Organizational Development and Management Training for O&M Groups for Group 2 Phase 1 Retained**

**Day 1**

### MENU

**AM Snacks:** (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: ☐ 500ml Bottled Water
   or ☐ 330ml Bottled Natural Juice:
(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: _____
Drinks: ☐ 330ml Bottled Natural Juice:
(specify) _____
   or ☐ 240ml Canned Juice:
(specify)_____
and
500ml Bottled Water

**PM Snacks:** (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: ☐ 500ml Bottled Water
   or ☐ 330ml Bottled Natural Juice:
(specify) _____
   or ☐ 240ml Canned Juice:
(specify) _____
   or ☐ Coffee/Hot Choco:
(specify)_____

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

Company Name: _____

**Activity Title: Organizational Development and Management Training for O&M Groups for Group 2 Phase 1 Retained**

**Activity Title: Municipal Accountability Reporting for Group 2 Phase 1 Retained**

**Day 2**

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MENU

**AM Snacks:** (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: ☐ 500ml Bottled Water
    or ☐ 330ml Bottled Natural Juice:
(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: _____
Drinks: ☐ 330ml Bottled Natural Juice:
(specify) _____
    or ☐ 240ml Canned Juice:
(specify) _____
          and
    500ml Bottled Water

**PM Snacks:** (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: ☐ 500ml Bottled Water
    or ☐ 330ml Bottled Natural Juice:
(specify) _____
    or ☐ 240ml Canned Juice:
(specify) _____
    or ☐ Coffee/Hot Choco:
(specify) _____

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MENU

**AM Snacks:** (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: ☐ 500ml Bottled Water
    or ☐ 330ml Bottled Natural Juice:
(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: _____
Drinks: ☐ 330ml Bottled Natural Juice:
(specify) _____
    or ☐ 240ml Canned Juice:
(specify) _____
          and
    500ml Bottled Water

**PM Snacks:** (Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, or Native Kakanin):

Drinks: ☐ 500ml Bottled Water
    or ☐ 330ml Bottled Natural Juice:
(specify) _____
    or ☐ 240ml Canned Juice:
(specify) _____
    or ☐ Coffee/Hot Choco:
(specify) _____

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