



**REQUEST FOR QUOTATION**  
**NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2022-0813  
 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  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: Tudela, 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)

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

RFQ DSWD7-2022-0813

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

Date: May 4, 2022

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
	38	pax	<b>Provision of Catering Services</b> <b>1 Meal and 2 Snacks</b> <b>Title of Activity : 2nd Municipal Disaster Risk Reduction Management Council Meeting for the Endorsement of Sub-Projects for Group1 Phase 2</b> <b>Date : May 24, 2022</b>				
	88	pax	<b>Title of Activity : Barangay Development Council, BDC-Technical Working Group and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops for Group 1 Phase 2 municipalities</b> <b>Day 1: June 7, 2022 - Community Infrastructure</b>				
	88	pax	<b>Day 2: June 8, 2022 - Government Procurement (RA9184)</b>				
	88	pax	<b>Day 3: June 9, 2022 - Financial Management System</b>				
			<b>Venue : Tudela, Cebu</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 330ml Bottled Natural Juice or 240ml Canned Juice ) No serving of <b>CREAMDORY fish</b> No serving of <b>BAM-E, PANSIT or BIHON (as viand)</b> <b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS</b> <b>AM / PM Snacks:</b> > 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) <b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS</b> <b>Other Specifications:</b> > 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: <b>Php120,800.00</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 AF</b>							
Purpose :	For the conduct of 2nd Municipal Disaster Risk reduction Management Council meeting to present, discuss & defend, priority need of the Barangay; and finalize the Sub-project Proposals approving and endorsing SP Proposals to RPMO for Funding and for the Barangay Development Council, BDC-Technical Working Group (BDC-TWG) and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops on Government Procurement (RA9184), in order to realize and recognize the importance of the precise guidelines and procedures; and Incorporate techniques, methods and skills and adequately translate their gained knowledge and skills into their respective duties and responsibilities.						

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: **2<sup>nd</sup> Municipal Disaster Risk Reduction Management Council Meeting for the Endorsement of Sub-Projects for Group1 Phase 2**

**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: **Barangay Development Council, BDC-Technical Working Group and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops on Infrastructure, Government Procurement, and Financial Management System for Group 1 Phase 2 municipalities**

**Day 1: Community Infrastructure**

**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: **Barangay Development Council, BDC-Technical Working Group and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops on Infrastructure, Government Procurement, and Financial Management System for Group 1 Phase 2 municipalities**

**Day 2: Government Procurement (RA9184)**

**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)

Activity Title: **Barangay Development Council, BDC-Technical Working Group and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops on Infrastructure, Government Procurement, and Financial Management System for Group 1 Phase 2 municipalities**

**Day 3: Financial Management System**

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