



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. : DSWD7-2024-0558 ✓
 Date : April 29, 2024

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 supplier/s are required to submit true copies of their valid Mayor's Permit and Philgeps registration number upon submission of quotation/s.

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; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **May 6, 2024 at 5:00PM.**

Very truly yours,

ENGR. EMMANUEL M. EDLES
 AO VI 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 delivered **on the specified dates in Annex A**
4. Place of Delivery: Labangon Cebu City
5. Terms of Payment: within 30 days from the 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: _____


REINAFLOR C. VISTO
 Canvasser

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

 Signature of Supplier/Service Provider/Authorized Representative over Printed Name



Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact No.: _____
 PhilGEPS Registration No.: _____
 TIN: _____

RFQ I **DSWD7-2024-0558** ✓
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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 ✓				
			Title of Activity : Regional Inspectorate Committee Meting				
1	22 ✓	pax	July 19, 2024 ✓				
2	22 ✓	pax	September 20, 2024 ✓				
3	22 ✓	pax	November 22, 2024 ✓				
			Venue : Labangon, Cebu City ✓				
			<u>Lunch or Dinner Menu:</u>				
			> Rice				
			> 2 Dishes : (Choices of: Beef / Pork / Chicken or Fish)				
			> 1 Dish : Vegetables				
			> Dessert (Choices of: Fruits or Cakes or Salads)				
			> Drinks : (Choices of: at least 500 ml Bottled Water or 240ml Canned Juice or 330ml Bottled Fresh Natural Juices i.e Lemon/Calamares/Buko/Cucumber etc.)				
			No serving of CREAMDORY fish				
			No serving of BAM-E, PANSIT or BIHON (as viand)				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES				
			Please specify name of dishes				
			AM and 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 Fresh Natural Juices i.e Lemon/Calamares etc. or Coffee /Hot Choco))				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES				
			Please specify name of dishes				

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			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 for AM Snacks and Lunch while Dinner around 3:00 PM to 4:00 PM				
			> 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: Php 52,800.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: CRCF							

PURPOSE : For provision of food for the participants of meeting

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

Signature of Supplier/Service
Provider/Authorized Representative
over Printed Name

REINAFLORES C. VISTO
Canvasser

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REINAFLO R. VISTO

Canvasser