



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

RFQ No. : DSWD7-2024-0967 ✓
 Date : July 4, 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 **July 9, 2024 at 5:00PM.**

Very truly yours,

ENGR. EMMANUEL M. EDLES
 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 delivered **on the specified dates in Annex A**
4. Place of Delivery: DSWD FO7 Carreta 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: _____

REINAFLO 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 **DSWD7-2024-0967** ✓
 Date **July 4, 2024**

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 1 snack ✓				
			Title: Meetings with GASSG STAFF for CY 2024 ✓				
1	25	pax	Date/s: July 12, 2024 ✓				
2	25	pax	Date/s: July 26, 2024 ✓				
3	25	pax	Date/s: August 23, 2024 ✓				
4	25	pax	Date/s: September 27, 2024 ✓				
5	25	pax	Date/s: October 25, 2024 ✓				
6	25	pax	Date/s: November 22, 2024 ✓				
7	25	pax	Date/s: December 27, 2024 ✓				
			Venue:DSWD FO7 Carreta Cebu City ✓				
			Meals: Lunch, AM or PM Snacks ✓				
			Menu:				
			LUNCH: > Rice > Soup > 3 Dishes (Choices of: Beef / Pork / Chicken or Fish) > 1 Main Dish: Vegetables > Dessert (Choices of: Fruits or Cakes or Salads) > Drinks: (Choices of: at least 500ml bottled water or 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 & POWDER JUICES				
			> shall be served in food trays				
			AM/PM Snacks: > Preferably Sandwich, Pizza or Pasta with Natural Natural Juices > Others: natural juice (Like Lemon Grass, Calamansi, Buko, Watermelon, or Cucumber juice) Flowing Coffee/Purified Drinking Water				
			Strictly NO SERVING OF SOFTDRINKS				
			Other specifications:				
			>Service provider shall attach menu upon the submission of RFQ				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			> 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 70,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: ADMIN / GSS							
PURPOSE : For provision of food for the participants of the activity							

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

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

REINAFLORE C. VISTO
 Carvasser