



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. : DSWD7-2024-1311A  
 Date : October 08, 2024

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

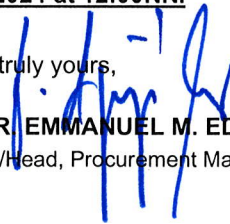
**Sir/Madam:**

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 **October 14, 2024 at 12:00NN.**

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: **within RSCC Conference Room, 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: \_\_\_\_\_

  
**CHARL ALBERT J. TORREFIEL**  
 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: \_\_\_\_\_


RF: DSWD7-2024-1311A  
 Dat: October 08, 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   |  |                         |           |            |
|          |      |      | <b>Title of Activity : RSCC 2024 Year End Celebrations</b>   |  |                         |           |            |
| 1        | 17   | pax  | <b>December 24, 2024</b> - Meals: AM Snacks, Breakfast, Lunch, Dinner and PM Snacks <b>Php. 1,100.00</b><br>Venue : RSCC Conference Room, Labangon, Cebu City                                |  |                         |           |            |
| 2        | 17   | pax  | <b>December 25, 2024</b> - Meals: AM Snacks, Breakfast, Lunch, Dinner and PM Snacks <b>Php. 1,100.00</b><br>Venue : HFG Covered Court, Labangon, Cebu City                                   |  |                         |           |            |
| 3        | 17   | pax  | <b>December 31, 2024</b> - Meals: AM Snacks, Breakfast, Lunch, Dinner and PM Snacks <b>Php. 1,100.00</b><br>Venue : HFG Covered Court, Labangon, Cebu City                                   |  |                         |           |            |
|          |      |      | <b>BREAKFAST , LUNCH &amp; DINNER MENU:</b>  |  |                         |           |            |
|          |      |      | > Rice   |  |                         |           |            |
|          |      |      | > Soup   |  |                         |           |            |
|          |      |      | > 2 Main Dish : (Choices of: Beef / Pork / Chicken or Fish)  |  |                         |           |            |
|          |      |      | > 1 Main Dish : Vegetables   |  |                         |           |            |
|          |      |      | > Dessert: (Choice of: Fruits, Cakes or Salads)  |  |                         |           |            |
|          |      |      | > Drinks : (Choices of: 240ml Canned Juice or 330ml Bottled Fresh Natural Juices i.e. Lemon/ Calamansi / Buko / Cucumber etc.)   |  |                         |           |            |
|          |      |      | <b>AM/PM Snacks:</b><br>>Variation of Pasta, Sandwiches, Pastries, Burgers or Native Kakanin.<br>>Drinks: Choices of local juice: lemon grass, calamansi, buko, watermelon or cucumber, etc. |  |                         |           |            |
|          |      |      | <i>No serving of CREAMDORY fish</i>  |  |                         |           |            |
|          |      |      | <i>No serving of BAM-E, PANSIT or BIHON (as viand)</i>   |  |                         |           |            |
|          |      |      | <i>Strictly NO SOFTDRINKS.</i>   |  |                         |           |            |
|          |      |      | <b>Manner of Serving Food:</b> <i>Breakfast, lunch and dinner should be served as buffet.</i>  |  |                         |           |            |
|          |      |      | <b>Other Specifications:</b>   |  |                         |           |            |
|          |      |      | > Service provider must attached MENU upon submission of Request for Quotation (RFQ).  |  |                         |           |            |
|          |      |      | > Food must be delivered between 10:00 AM to 11:00 AM for Lunch.   |  |                         |           |            |

| Item No.  | Qty. | Unit | Articles / Descriptions   | Statement of Compliance (State "Comply" or "Not Comply")  | Bidder's Specifications | Unit Cost | Total Cost |
|---|------|------|---|---|-------------------------|-----------|------------|
|   |      |      | > 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.  |   |                         |           |            |
| <b>Approved Budget for the Contract: Php 56,100.00</b>                    |      |      |   | <b>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</b> |                         |           |            |
| End User: <b>PPD -RSCC</b>  |      |      |   |   |                         |           |            |
| <b>PURPOSE For provision of food for the participants of the activity</b> |      |      |   |   |                         |           |            |

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

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

  
**CHARL ALBERT J. TORREFIEL**  
Canvasser