



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. : DSWD7-2024-1349 ✓  
 Date : October 02, 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 7, 2024 at 4:00PM.**

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: **Home for Girls, 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: \_\_\_\_\_


RFQ No.: DSWD7-2024-1349 ✓  
 Date: October 02, 2024

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>PROVISION OF CATERING SERVICES</b> ✓				
			<b>Title of Activity : Home for Girls 2024 Year End Celebration</b> ✓				
1	30	pax	December 24, 2024 - Meal :AM Snacks, Lunch (packed) and PM Snacks, Dinner (packed), Midnight Meal (packed) ✓				
2	30	pax	December 25, 2024 - Meals: Breakfast (packed), AM Snacks, Lunch (packed), PM Snacks, Dinner (packed) ✓				
3	30	pax	December 31, 2024 - Meals:AM Snacks, Lunch (packed), PM Snacks, Dinner (packed), Midnight Meal (packed) ✓				
			<i>Venue : Home for Girls, Labangon, Cebu City</i> ✓				
			<i>Lunch/Dinner/Midnight Meal Menu:</i> ✓				
			> Rice > 2 Main Dish : (Choices of: Beef / Pork / Chicken or Fish) > 1 Main Dish : Vegetables > Dessert: (Choice of: Fruits, Cakes or Salads) ✓ > Drinks : (Choices of: at least 500ml Bottled Water, 240ml Canned Juice or 330ml Bottled Fresh Natural Juices i.e. Lemon/ Calamansi / Buko / Cucumber etc.) ✓				
			No serving of CREAMDORY fish No serving of BAM-E, PANSIT or BIHON (as viand) Strictly NO SOFTDRINKS & FLAVORED / POWDERED 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 500ml Bottled Water, 240ml Canned Juice, 330ml Bottled Fresh Natural Juices i.e. Lemon / Calamansi / Buko / Cucumber etc. or Coffee / Hot Choco) ✓				
			Strictly NO SOFTDRINKS & FLAVORED / POWDERED JUICES ✓				
			*Please specify name of dishes				
			Other Specifications:				

		> Service provider must attached MENU upon submission of Request for Quotation (RFQ).				
		> Food must be delivered between 6:00AM to 7:00AM for breskfast, 9:00 AM to 10:00 AM for AM Snacks,Lunch and PM Snacks while 5:00PM to 6:00PM for Dinner.				
		> 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>Php 99,000.00</b>			"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>Home for Girls</b>						
PURPOSE: Provision of food for the clients on the Home for Girls 2024 Year End Celebration 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

  
**CHARL ALBERT J. TORREFIEL**  
Canvasser