



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. : DSWD7-2024-1352  
 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: **Lazi, Siquijor** /
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.: DSWD7-2024-1352 ✓  
 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: Tahanan Program Rapid Assessment</b> ✓				
			<b>Date of Activity: October 2024</b> ✓				
	<b>16</b>	<b>pax</b>	<b>Meals for CO, FO, and LGU Staff</b> ✓				
			<b>AM Snacks as the first provision and PM Snacks as the last provision</b> ✓				
	<b>200</b>	<b>pax</b>	<b>Meals for Respondents (1 Snack Only)</b> ✓				
			<b>Venue: Lazi, Siquijor</b> ✓				
			<b>Lunch Menu:</b> <ul style="list-style-type: none"> <li>▪ Rice, Soup, Vegetables, 3 main dishes (choices of chicken, beef, pork or fish)</li> <li>▪ Dessert (choice of fresh fruits, delicacies, fruit salad or pastries like cake) and natural fruit juices</li> </ul>				
			<b>AM/PM Snacks:</b> Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Orange, Calamansi, Buko, Watermelon or Cucumber, etc.)  No serving of BAM-E, PANSIT or BIHON (as viand) Strictly NO SOFTDRINKS & FLAVORED POWDERED JUICES ✓				
			<b>Other Specifications:</b> > Service provider must attached MENU upon submission of Request for Quotation (RFQ) ✓ > Packed lunches should be stored in a secure, sturdy, and leak-proof container, especially for dishes with a light sauce. > The supplier must provide the final menu list two weeks before the activity. > Food must be delivered between 9:00 AM to 11:00 AM for the lunch. > 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 74,800.00</b> ✓				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>ORD-STU</b> ✓							
PURPOSE: Provision of food for the participants of the said activities							

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