



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. : DSWD7-2024-1385
 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; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **October 15, 2024 at 5:00PM**.

Very truly yours,

ENGR. EMMANUEL M. EDLES
 AO V/Head, Procurement Management Section

Terms and Conditions:

- Award shall be made on per: item basis total quoted price lot basis
- Quotation validity shall be not less than **60 calendar days**.
- Good/s or Services shall be delivered **on the specified dates in Annex A**
- Place of Delivery: **Regional Haven for Women, AVRC Compound, Camomot Franza Road, Brgy. Labangon, Cebu City**
- Terms of Payment: **within 30 days from the receipt of billing statement/Sales Invoice**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- 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.
- 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: _____


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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 : RHW 2024 Year End Celebration				
1	33	pax	December 24, 2024 - 2 Meals and 2 Snacks (packed)				
2	33	pax	December 25, 2024 - 2 Meals and 2 Snacks (packed)				
3	33	pax	December 26, 2024 - 2 Meals and 2 Snacks (packed)				
			Venue : Regional Haven for Women, Labangon, Cebu City				
			Lunch/Dinner Menu:				
			> 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 Snacks 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 7:00 AM to 11:00 AM for AM Snacks and Lunch while Dinner around 05:00 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 108,900.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: Regional Haven for Women							
PURPOSE: 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


CHARL ALBERT J. TORREFIEL
Canvasser