



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. : **DSWD7-2025- 0579**

Date : **April 25, 2025**

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. An **Omnibus Sworn Statement** is required prior to award.

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) 887-9720; 232-0261; 231-2172 local 17140 or 17110 or e-mail to [bac.fo7@dswd.gov.ph](mailto:bac.fo7@dswd.gov.ph) on or before **April 28, 2025 at 1:00PM.**

Very truly yours,

**ENGR. EMMANUEL 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: **please refer to Annex A**

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



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII, Cebu City

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 Contact No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_

RFQ No.: \_\_\_\_\_  
 Date: \_\_\_\_\_

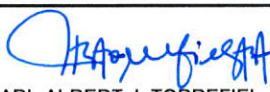
**DSWD7-2025- 0579**  
**April 25, 2025**

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>				
			Meal : Lunch (Packed)  Title of Activity: DSWD FO VII Sports Fest 2025: Health and Wellness in Motion				
1	60	pax	Date: April 30, 2025				
2	60	pax	Date: May 01, 2025				
3	75	pax	Date: May 20, 2025				
4	75	pax	Date: May 21, 2025				
5	75	pax	Date: May 22, 2025				
6	75	pax	Date: May 23, 2025				
7	60	pax	Date: June 13, 2025				
			Venue : DSWD FO VII				
			<u>Packed Lunch Meal</u>  > 1 Rice  > 1 Main Dish: Choices of Beef, Chicken and Fish  > Drinks:(Choices of: at least 500 ml Bottled Water or 240ml Canned Juice)  <b>Other Specifications:</b>  > No serving of CREAMDORY fish  > No serving of BAM-E, PANSIT or BIHON (as alternate of one of the main course)  > No serving of SODA (Softdrinks), Flavored Bottled Drinks , and Powdered Juices  > All drinks delivered should be in the appropriate temperature Cold or Hot.  <b>Requirements:</b>  > Food must be delivered between TIME11:00 am for Lunch  > Service provider should attached MENU (with dish choices) upon submission of Request for Quotation (RFQ) for the end-user to select/choose.  > Main Dish (Meat and Chicken) should have <b>atleast 100 grams cooked weight per serving</b> , vegetables should be <b>1 cup per serving</b> , dessert should be of proportionate serving.				

	<p>&gt; End-user should inform the service provider of the final menu at least (1) day prior to the conduct of the meeting / activity. And any changes will immediately be coordinated.</p> <p>&gt; Service provider should not make any changes on the final menu / food choices without the approval of the end-user.</p> <p>&gt; Meals should be packaged in a <b>container</b> (material may either be: thick paperboard, polyethylene, polystyrene, polyvinyl chloride or PVC) that is sturdy, leak and spill-proof, <i>with partitions</i>. Soup and dessert should be in a separate container. Provision of disposable cutleries (spoon, fork, knife) and tissue.</p> <p>&gt; Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments.</p>			
<b>TOTAL:</b>				
Approved Budget for the Contract: <b>Php 72,000.00</b>			"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.	
End User:	ADMIN DIVISION			
<b>PURPOSE :</b> Provision of food for the participants of the DSWD FO VII Sports Fest 2025: Health and Wellness in Motion (series 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

**Signatory: Emmanuel Mascardo Edles**

Digital Identity: 0x98D9Ca34e475B6fE0cE225D4A188c8cce572466a

Email: eman.edles@gmail.com

**Document: 2025-0579-ADMIN-Provision of Catering Services**

Timestamp: 2025-04-25 21:15:39 (UTC+08:00)

**Viewed by Emmanuel Mascardo Edles**

Timestamp: 2025-04-25 21:15:56 (UTC+08:00), Public IP: 175.176.65.234

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Timestamp: 2025-04-25 21:17:46 (UTC+08:00)

