



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. : DSWD7-2023-0623  
 Date : April 27, 2023

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 **May 3, 2023 at 5:00PM.**

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: **DSWD - AVRC II Activity Center, 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: \_\_\_\_\_

  
**REINAFLOR C. VISTO**  
 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 DSWD7-2023-0623  
 Date April 27, 2023


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:</b> 72nd DSWD Anniversary Regional Celebration: Opening Salvo				
1	187	pax	<b>Date:</b> May 9, 2023				
			<b>Meal:</b> Lunch (Packed)				
			<b>Snacks:</b> AM & PM Snacks (Packed)				
			<b>Venue:</b> DSWD - AVRC II Activity Center, Labangon, Cebu City				
			<b>Menu - Lunch:</b>				
			> Rice				
			> Soup				
			> 2 Dishes: (Choices of Beef / Pork / Chicken or Fish)				
			> 1 Dish: Vegetables				
			> Dessert (Choices of Fresh Fruits or Cakes or Salads)				
			> Drinks: (Choices of at least 500ml Bottled Water or 330ml Bottled Natural Juice or 240ml Canned Juice )				
			*No serving of <b>CREAMDORY fish</b>				
			*No serving of <b>BAM-E, PANSIT or BIHON (as viand)</b>				
			*Strictly <b>NO SOFTDRINKS and FLAVORED BOTTLED DRINKS or POWDERED JUICES</b>				
			<b>Menu - AM / PM Snack:</b>				
			> Choices of Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin				
			> Drinks: (Choices of at least 330ml Bottled Natural Juice or 240ml Canned Juice or Hot Chocolate)				
			*Strictly <b>NO SOFTDRINKS and FLAVORED BOTTLED DRINKS or POWDERED JUICES</b>				
			<b>Other Specifications:</b>				
			> Service Provider must attach MENU upon submission of Request for Quotation (RFQ)				
			> AM Snack, Lunch, and PM Snack must be delivered at 8:00 AM, 11:00 AM, and 2:00 PM respectively				

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 processing of payment				
			> Service Provider must inform the End-User ahead of time for any changes in the Menu prior to delivery				
			> End-User will confirm with the Service Provider at least three (3) days prior to the conduct of activity				
<b>Approved Budget for the Contract: Php 93,500.00</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</b>							

**PURPOSE :** Provision of food for the participants of the above-said 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

  
REINAFLOR C. VISTO  
Cavasser