



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. : DSWD7-2021-1225

Date : October 18, 2021

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/Business Permit, Philgeps Registration Number and Latest Income Tax Return (ITR) for Approved Budget for the Contract (ABC) above Php500,000.00 upon submission of quotation. An Omnibus Sworn Statement (OSS) shall be required prior to award for ABC above Php50,000.00.**

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 25, 2021 at 5:00PM.**

Very truly yours,

  
**ROSARIO P. BACONG**

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 FOVII Carreta, 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: \_\_\_\_\_

  
**REINAF LOR 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



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**Field Office VII, Cebu City**

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 Company Address: \_\_\_\_\_  
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 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
			<b>PROVISION OF CATERING SERVICES (PACKED MEAL AND SNACKS)</b>				
			<b>Re-echo of Data Visualization and Dashboard Creation Training</b>				
<b>1</b>	<b>53</b>	<b>pax</b>	<b>Date: November 9-10, 2021</b>				
			<b>Venue:DSWD FOVII Carreta, Cebu City</b>				
			<b>Details:</b>				
			<b>Packed Meals with AM Snacks as the first provision and, PM Snack as the last provision</b>				
			<b>Lunch:</b> Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices				
			<b>AM/PM Snacks:</b> Variation of pasta, bread, native snacks and natural/local juice such as calamansi, buko, etc.				
			<b>Should be served as individual packed meals.</b>				
			<b>Strictly no serving of cream dory fish.</b>				
<b>Approved Budget for the Contract: Php 53,000.00</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>Information and Communication Technology Management Service (ICTMS)</b>						

**PURPOSE : Provision of Food during the conduct of Re-echo of Data Visualization and Dashboard Creation Training**

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

  
**REINA FLOR C. VISTO**  
 Canvasser

\_\_\_\_\_  
 Signature of Supplier/Service  
 Provider/Authorized Representative