



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. : DSWD7-2022-0188
 Date : February 16, 2022

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, Philgeps registration number, Omnibus Sworn Statement 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 **February 21, 2022 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 FO7, 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



Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact No.: _____
 PhilGEPS Registration No.: _____
 TIN: _____


RFQ N **DSWD7-2022-0188**Date: **February 16, 2022**

| 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 (PACKED MEAL AND SNACKS) | | | | |
| 1 | 40 | pax | Social Pension Staff Monthly Meeting | | | | |
| | | | February 28, 2022 March 25, 2022 April 29, 2022 May 27, 2022 June 24, 2022 July 29, 2022 August 26, 2022 September 30, 2022 October 28, 2022 November 25, 2022 December 16, 2022 | | | | |
| | | | Venue: DSWD FO VII, Cebu City | | | | |
| | | | Details: *1 Meal and 2 Snacks *Packed Lunch, AM & PM Snacks | | | | |
| | | | Food: *Lunch Menu *Rice, Soup, 2 main dish:, 1 Main Dish: Vegetables, Dessert (Choices of : Fruits or Cakes or Salads) Drinks: Choice of: at least 500 ml Bottled Water or 330ml Bottled No serving of Creamdory fish No serving of BAM-E, PANSIT or BIHON Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS | | | | |
| | | | AM/PM Snacks: Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, Native Drinks: Choice of: at least 500 ml Bottled Water or 330ml Bottled Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS | | | | |
| | | | Other Specifications: | | | | |
| | | | > Service provider must attached Menu upon submission of Request for Quotation (RFQ). | | | | |
| | | | > Food must be delivered between 10AM to 11AM. | | | | |
| | | | > Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast tract the processing of payments. | | | | |

| Item No. | Qty. | Unit | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|--|------|------|--|---|-------------------------|-----------|------------|
| | | | > Service provider must inform the End-user ahead of time for any changes in the menu prior to delivery. | | | | |
| | | | > End-user will inform the service provides at least three (3) days prior to the conducted of meeting. | | | | |
| Approved Budget for the Contract: Php220,000.00 | | | | "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. | | | |
| End User: PSD/Social Pension Program | | | | | | | |

PURPOSE : Provision of food for the participants of the meeting.

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


REINAFLOR C. VISTO
 Canvasser

 Signature of Supplier/Service
 Provider/Authorized