



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. : DSWD7-2022-0260

Date : March 10, 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 and Philgeps registration number upon submission of quotation/s. An Omnibus Sworn Statement is required for submission 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) 233-8785; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **March 15, 2022 at 5:00PM.**

Very truly yours,


ROSARIO P. BACONG

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: 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: _____


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 | **DSWD7-2022-0260**
 Date: **March 10, 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 MEALS AND SNACKS)				
			Disaster Response Management Division (DRMD) Monthly Meeting				
1	38	pax	April 1, 2022				
2	38	pax	May 6, 2022				
3	38	pax	June 3, 2022				
4	38	pax	July 1, 2022				
5	38	pax	August 5, 2022				
6	38	pax	September 2, 2022				
7	38	pax	October 7, 2022				
8	38	pax	November 4, 2022				
9	38	pax	December 2, 2022				
			Venue: Cebu City				
			Meals: Lunch Packed				
			Snacks: AM & PM (Packed)				
			Details:				
			Lunch Menu				
			*Rice, Soup, 2 main dish:, (Choices of Beef /Pork/ Chicken or Fish) 1 Main Dish: Vegetables, Dessert (Choices of : Fruits or Cakes or Salads) Drinks: Choices of: at least 500 ml Bottled Water or 330ml Bottled Natura Juice or 240ml Canned Juice) No serving of Creamdory fish No serving of BAM-E, PANSIT or BIHON (as viand) Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS				
			AM/PM Snacks: Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin Drinks: Choices of: at least 500 ml Bottled Water or 330ml Bottled Natura Juice or 240ml Canned Juice) Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS				
			> Service provider must attached Menu upon submission of Request for Quotation (RFQ).				
			> Food must be delivered between 9:00AM (for Breakfast and AM Snack) and 11:00 AM				

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 tract the processing of payments.				
			> 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: Php171,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: Disaster Response Management Division (DRMD)							

PURPOSE : **Provision of food during the DRMD Monthly Meeting**

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

Signature of Supplier/Service
Provider/Authorized Representative
over Printed Name


REINAF DOR C. VISTO

Cavasser