



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. : DSWD7-2022-0314

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 14, 2022 at 5:00PM.**

Very truly yours,


ROSARIO P. BACONG P.

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: _____


REINAFLO R. 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 | **DSWD7-2022-0314**
 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)				
			Information and Communications Technology Section Meeting CY 2022				
1	17	pax	March 18 2022				
2	17	pax	April 15, 2022				
3	17	pax	May 20, 2022				
4	17	pax	June 17, 2022				
5	17	pax	August 19, 2022				
6	17	pax	September 16, 2022				
7	17	pax	November 18, 2022				
			Venue: DSWD FO VII, 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				
			> Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast tract the processing of payments.				

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			> 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: Php59,500.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:	Information and Communications Technology Section (ICTS)						

PURPOSE : Provision of food during the Information and Communications Technology Section Meeting CY 2022

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 LOR C. VISTO
Cahvasser