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. : DSWD7-2022-0820A
Date : June 06, 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 service providers are required to submit true copies of their valid **Mayor's/Business Permit and Philgeps Registration Number** upon submission of quotation. An **Omnibus Sworn Statement** shall be required 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; 233-0261; 231-2172 local 17126 or **kc.af7.procurement@gmail.com** on or before **June 13, 2022** at **1:00PM.**

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 done **on the specific dates in Annex A.**
4. Place of Delivery: **Jimalalud, Negros Oriental**
5. Terms of Payment: **within 30 calendar days from the completion of services and 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: _____

HENRY CLINT D. RICABORDA
Canvasser

I am interested to quote and agree to the terms and conditions.

_____
(Signature over Printed Name of Supplier / Authorized Representative)

Annex A

DSWD

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

Company Name: _____

Company Address: _____

Contact Person: _____

Contact No.: _____

PhilGEPS Registration No.: _____

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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
			Provision of Catering Services (1 Meal and 2 Snacks)				
			Title of Activity : **Barangay Development Council, BDC-Technical Working Group and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops Government Procurement (RA 9184) Group 2 Phase 1 retained municipalities**				
1	207	pax	***Date :*** **June 27, 2022**				
			Title of Activity : **Organizational Development and Management Training for O&M Groups for Group 2 Phase 1 Retained**				
2	68 68	pax pax	***Day 1:*** **June 29, 2022** ***Day 2:*** **June 30, 2022**				
			Title of Activity : **Municipal Accountability Reporting for Group 2 Phase 1 Retained**				
3	109	pax	***Date :*** **July 11, 2022**				
			Venue : **Jimalalud, Negros Oriental** ***Meals :*** Lunch (Packed) ***Snacks :*** AM & PM (Packed) **Lunch Menu:** > Rice > 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 and 330ml Bottled Natural 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*** **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 Natural Juice or 240ml Canned Juice or Coffee/Hot Choco) *Strictly* ***NO SOFTDRINKS & FLAVORED BOTTLED*** ***Other Specifications:*** > Service provider must attached MENU upon submission of Request for Quotation (RFQ). > Food must be delivered between 9:00 AM to 11:00 AM. > Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments. > Service provider must inform the End-user ahead of time for any changes in the menu prior to the delivery. > End-user will inform the service provider at least three (3) days prior to the conduct of meeting.				

Approved Budget for the Contract: **Php180,800.00**

End User: **KC-NCDDP AF**

Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.

Purpose :	For the conduct of Barangay Development Council, BDC-Technical Working Group (BDC-TWG) and BDRRMC Members Coaching Sessions and Workshops on Government Procurement to enable them to understand the essentials of KALAHI-CIDSS procedure under RA 9184. The Organizational Development and Management Training for O&M Groups to identified and defined their Core values, and formulated their Goals and Municipal Accountability Reporting to share and discuss lessons learned, issues and concerns during the current cycle and present the Municipal Sustainability Plan and come-up with resolution.

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

HENRY CLINT D. RICABORDA
Canvasser

_____
Signature of supplier/Authorized
Representative over printed name