



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2022-0829
 Date : May 4, 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 **May 10, 2022 at 3:00PM**.

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 done **on the specific dates in Annex A**.
- Place of Delivery: Enrique Villanueva, Siquijor
- Terms of Payment: within 30 calendar days from the completion of services and 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: _____


HENRY CLINT D. RICABORDA
 Carvasser

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

 (Signature over Printed Name of Supplier /
 Authorized Representative)

Company Name: _____

RFQ DSWD7-2022-0829

Company Address: _____

Date: May 4, 2022

Contact Person: _____

Contact No.: _____

PhilGEPS Registration No.: _____

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 : 2nd Municipal Disaster Risk Reduction Management Council Meeting for the Endorsement of Sub-Projects for Group 1 Phase 2				
1	41	pax	Date : May 24, 2022				
			Title of Activity : Barangay Development Council, BDC-Technical Working Group and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops for Group 1 Phase 2 municipalities				
	109	pax	Day 1: June 6, 2022 - Community Infrastructure				
2	109	pax	Day 2: June 7, 2022 - Government Procurement (RA9184)				
	109	pax	Day 3: June 8, 2022 - Financial Management System				
			Venue : Enrique Villanueva, Siquijor 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: Php147,200.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: KC-NCDDP AF							
Purpose :	For the conduct of 2nd Municipal Disaster Risk reduction Management Council meeting to present, discuss & defend, priority need of the Barangay; and finalize the Sub-project Proposals approving and endorsing SP Proposals to RPMO for Funding and for the Barangay Development Council, BDC-Technical Working Group (BDC-TWG) and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshops on Government Procurement (RA9184), in order to realize and recognize the importance of the precise guidelines and procedures; and Incorporate techniques, methods and skills and adequately translate their gained knowledge and skills into their respective duties and responsibilities.						

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

Signature of supplier/Authorized
Representative over printed name


HENRY CLINT D. RICABORDA
Canvasser