



**REQUEST FOR QUOTATION**  
**NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2022-1188  
 Date : June 30, 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](mailto:kc.af7.procurement@gmail.com) on or before **July 7, 2022 at 3:00PM**.

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: **Mabinay, 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 B. RICABORDA**  
 Canvasser

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

\_\_\_\_\_  
 (Signature over Printed Name of Supplier /  
 Authorized Representative)

Company Name: \_\_\_\_\_

RFQ DSWD7-2022-1188

Company Address: \_\_\_\_\_

Date: June 30, 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
1	54	pax	<b>Provision of Catering Services (1 Meal and 2 Snacks)</b> <b>Title of Activity : 1st Municipal Disaster Risk Reduction and Management Council (MDRRMC) Meeting</b> <b>Date : August 25, 2022</b>				
2	70 70	pax pax	<b>Title of Activity : Project Development Workshop (PDW) for the 2nd Priority Sub-Project</b> <b>Day 1: September 13, 2022</b> <b>Day 2: September 14, 2022</b>				
3	76	pax	<b>Title of Activity : Municipal Inter-Agency Committee (MIAC) Technical Review of Sub-Project Proposal</b> <b>Date : October 12, 2022</b>				
4	54	pax	<b>Title of Activity : 2nd Municipal Disaster Risk Reduction and Management Council (MDRRMC) Meeting for Endorsement of SP Proposal</b> <b>Date : October 18, 2022</b>				
5	159 157 170	pax pax pax	<b>Title of Activity : Barangay Development Council, BDC-Technical Working Group (BDC-TWG) and Barangay Disaster Risk Reduction and Management Council Members Coaching Sessions and Workshop on Infrastructure, Government Procurement and Financial Management System (CVs Training)</b> <b>Day 1: October 26, 2022 - Government Procurement</b> <b>Day 2: October 27, 2022 - Community Infrastructure</b> <b>Day 3: October 28, 2022 - Financial Management System</b>				
6	70	pax	<b>Title of Activity : Municipal Fiduciary Review</b> <b>Date : November 10, 2022</b>				
7	83	pax	<b>Title of Activity : MDRRMC Meeting cum Municipal Accountability Reporting</b> <b>Date : November 22, 2022</b>				
			<b>Venue : Mabinay, Negros Oriental</b> <b>Meals : Lunch (Packed)</b> <b>Snacks : AM &amp; PM (Packed)</b> <b>Lunch Menu:</b> > 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 240ml Canned Juice or 330ml Bottled Natural Juice i.e. Lemon/Calamansi/Buko/Cucumber etc. ) <b>No serving of CREAMDORY fish</b> <b>No serving of BAM-E, PANSIT or BIHON (as viand)</b> <b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS/POWDERED JUICES</b>				

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p><b>AM / PM Snacks:</b></p> <p>&gt; Variation of Pasta, Noodles, Pastries, Native Kakanin, Sandwiches, i.e. Tuna/Ham &amp; Cheese/Egg with vegetables, etc. or Burgers i.e. Beef/Chicken/Ham with vegetables, etc.</p> <p>&gt; Drinks : (Choices of: at least 500 ml Bottled Water or 240ml Canned Juice or 330ml Bottled Natural Juice i.e. Lemon/Calamansi/Buko/Cucumber etc. or Coffee/Hot Choco)</p> <p><b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS</b></p> <p><b>*Please specify name of Dishes</b></p> <p><b>Other Specifications:</b></p> <p>&gt; Service provider must attached MENU upon submission of Request for Quotation (RFQ).</p> <p>&gt; Food must be delivered between 9:00 AM to 11:00 AM.</p> <p>&gt; Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments.</p> <p>&gt; Service provider must inform the End-user ahead of time for any changes in the menu prior to the delivery.</p> <p>&gt; End-user will inform the service provider at least three (3) days prior to the conduct of meeting.</p>				
Approved Budget for the Contract: <b>Php385,200.00</b>				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: <b>KC-NCDDP AF</b>							
Purpose : Provision of food for the participants of the activity.							

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