



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

RFQ No. : DSWD7-2022-1765  
 Date : November 3, 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.

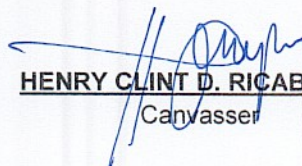
Interested service providers are required to submit true copies of their valid **Mayor's/Business Permit and Philgeps Registration Number** upon submission of quotation. An **Omnibus Sworn Statement** shall be required prior to award

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 **November 8, 2022 at 11:00AM**.

Very truly yours,  
  
**ROSARIO F. BACONG**  
 AOV/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: Tayasan, Negros Oriental
- 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**  
 Canvasser

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

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



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

RFQ DSWD7-2022-1765

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

Date: November 3, 2022

Contact Person: \_\_\_\_\_

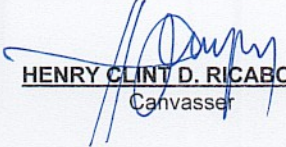
Contact No.: \_\_\_\_\_

PhilGEPS Registration No.: \_\_\_\_\_

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>Provision of Catering Services (1 Meal and 2 Snacks)</b>				
			<b>Title of Activity : BDP Orientation, Enhancement and Integration of Unfunded Identified Priority needs Group 2</b>				
	176	pax	<b>Day 1: November 24, 2022 (Batch 1)</b>				
			<b>Venue : Tayasan, Negros Oriental</b> <b>Meals : Lunch (Packed)</b> <b>Snacks : AM &amp; PM (Packed)</b> <u><b>Lunch Menu:</b></u> > 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>No serving of <b>CREAMDORY</b> fish</i>  <i>No serving of <b>BAM-E, PANSIT or BIHON (as viand)</b></i> <b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS/POWDERED JUICES</b> * Please specify name of dishes  <u><b>AM / PM Snacks:</b></u>  > Variation of Pasta, Noodles, Pastries, Native Kakanin, Sandwiches, i.e. Tuna/Ham & Cheese/Egg with vegetables, etc. or Burgers i.e Beef/Chicken/Ham with vegetables, etc. > Drinks : (Choices of: at least 500 ml Bottled Water or 240ml Canned Juice or 330ml Bottled Natural Juice or Coffee/Hot Choco)  <i>Strictly <b>NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS / POWDERED JUICES</b></i> *Please specify name of Dishes				

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p><b>Other Specifications:</b></p> <ul style="list-style-type: none"> <li>&gt; Service provider must attached MENU upon submission of Request for Quotation (RFQ).</li> <li>&gt; Food must be delivered between 9:00 AM to 11:00 AM.</li> <li>&gt; Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments.</li> <li>&gt; Service provider must inform the End-user ahead of time for any changes in the menu prior to the delivery.</li> <li>&gt; End-user will inform the service provider at least three (3) days prior to the conduct of meeting.</li> </ul>				
Approved Budget for the Contract: <b>Php70,400.00</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**  
 Convasser

\_\_\_\_\_  
 Signature of supplier/Authorized Representative over printed name