



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**Field Office VII**

Department of Social Welfare and Development  
 Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

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

RFQ No. : DSWD7-2023-0515 ✓  
 Date : April 13, 2023 ✓

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.**

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 **kalahiaf7.procurement23@gmail.com** on or before **April 17, 2023 at 4:00PM.** ✓

Very truly yours,  
  
**ENGR. EMMANUEL M. EDLES**  
 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: Ronda, Cebu ✓
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: \_\_\_\_\_

  
**CRISMARIE S. EROJO**  
 Canvasser

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

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

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

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

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

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

RFQ No.: DSWD7-2023-0515

Date: April 13, 2023

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	194	pax	<b>Provision of Catering Services (1 Meal and 2 Snacks)</b> <b>Title of Activity : Participatory Situation Analysis (PSA)</b> <b>Date : April 28, 2023</b>				
2	44	pax	<b>Title of Activity : Project Development Workshop</b> <b>Date : May 5, 2023</b>				
3	41	pax	<b>Title of Activity : MDC for Criteria Setting Workshop</b> <b>Date : June 6, 2023</b>				
4	41	pax	<b>Title of Activity : Technical Desk Review and Endorsement of Proposal</b> <b>Date : June 22, 2023</b>				
5	65	pax	<b>Title of Activity : MDC Meeting for Participatory Resource Allocation (MDC-PRA)</b> <b>Date : June 28, 2023</b>				
6	76	pax	<b>Title of Activity : Community Based-Training for Community Volunteers (Government Procurement 9184 (1 day), Infrastructure (1 day), and Financial Management System (1 day))</b> <b>Date : July 5, 2023</b>				
	76	pax	<b>Date : July 6, 2023</b>				
	68	pax	<b>Date : July 7, 2023</b>				
7	41	pax	<b>Title of Activity : Municipal Accountability Reporting</b> <b>Date : October 18, 2023</b>				
			<b>Venue : Ronda, Cebu</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) > Dessert (Choices of: Fruits or Cakes or Salads) > Drinks : (Choices of: at least 500 ml Bottled Water or 240ml Canned Juice or 330ml Bottled Natural Juice )  No serving of <b>CREAMDORY</b> fish  No serving of <b>BAM-E, PANSIT or BIHON (as viand)</b>  <b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS</b> <b>*Please specify name of dishes</b>				

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p><b><u>AM / PM Snacks:</u></b></p> <p>&gt; Variation of <b>Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin</b> i.e Suman/Puto/Biko etc., <b>Sandwiches</b>, i.e Tuna/ Ham &amp; Cheese/Egg with vegetables, etc. or <b>Burgers</b> 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 or Coffee/Hot Choco)</p> <p><i>Strictly <b>NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS</b></i>  <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: **Php258,400.00** ✓

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-KKB**

Purpose : Provision of food for the participants of the activity.

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

  
**CRISMARIE S. EROJO**  
 Canvasser

Signature of supplier/Authorized Representative over printed name

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

Activity Title: **Participatory Situation Analysis (PSA)**

**MENU**

**AM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Lunch:** Plain Rice  
2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):  
(specify) 1. \_\_\_\_\_  
(specify) 2. \_\_\_\_\_  
Dessert: (Choices of: Fruits or Cakes or Salads)  
(specify) \_\_\_\_\_

Drinks:  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  500ml Bottled Water

**PM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

Activity Title: **Project Development Workshop**

**MENU**

**AM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Lunch:** Plain Rice  
2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):  
(specify) 1. \_\_\_\_\_  
(specify) 2. \_\_\_\_\_  
Dessert: (Choices of: Fruits or Cakes or Salads)  
(specify) \_\_\_\_\_

Drinks:  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  500ml Bottled Water

**PM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

Activity Title: **MDC for Criteria Setting Workshop**

**MENU**

**AM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Lunch:** Plain Rice  
2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):  
(specify) 1. \_\_\_\_\_  
(specify) 2. \_\_\_\_\_  
Dessert: (Choices of: Fruits or Cakes or Salads)  
(specify) \_\_\_\_\_

Drinks:  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  500ml Bottled Water

**PM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

(Signature over Printed Name of Supplier/  
Authorized Representative)

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

Activity Title: **Technical Desk Review and Endorsement of Proposal**

**MENU**

**AM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e, Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Lunch:** Plain Rice  
2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):  
(specify) 1. \_\_\_\_\_  
(specify) 2. \_\_\_\_\_  
Dessert: (Choices of: Fruits or Cakes or Salads)  
(specify) \_\_\_\_\_

Drinks:  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  500ml Bottled Water

**PM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e, Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

Activity Title: **MDC Meeting for Participatory Resource Allocation (MDC-PRA )**

**MENU**

**AM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e, Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Lunch:** Plain Rice  
2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):  
(specify) 1. \_\_\_\_\_  
(specify) 2. \_\_\_\_\_  
Dessert: (Choices of: Fruits or Cakes or Salads)  
(specify) \_\_\_\_\_

Drinks:  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  500ml Bottled Water

**PM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e, Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

Activity Title: **Community Based-Training for Community Volunteers (Government Procurement-9184 (1 day), Infrastructure (1 day) and Financial Management System (1 day)**

Day 1:

**MENU**

**AM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e, Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Lunch:** Plain Rice  
2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):  
(specify) 1. \_\_\_\_\_  
(specify) 2. \_\_\_\_\_  
Dessert: (Choices of: Fruits or Cakes or Salads)  
(specify) \_\_\_\_\_

Drinks:  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  500ml Bottled Water

**PM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e, Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

(Signature over Printed Name of Supplier/  
Authorized Representative)

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

Day 2:

**MENU**

**AM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Lunch:** Plain Rice  
2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):  
(specify) 1. \_\_\_\_\_  
(specify) 2. \_\_\_\_\_  
Dessert: (Choices of: Fruits or Cakes or Salads)  
(specify) \_\_\_\_\_

Drinks:  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  500ml Bottled Water

**PM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

Day 3:

**MENU**

**AM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Lunch:** Plain Rice  
2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):  
(specify) 1. \_\_\_\_\_  
(specify) 2. \_\_\_\_\_  
Dessert: (Choices of: Fruits or Cakes or Salads)  
(specify) \_\_\_\_\_

Drinks:  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  500ml Bottled Water

**PM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

Activity Title: **Municipal Accountability Reporting**

**MENU**

**AM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Lunch:** Plain Rice  
2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):  
(specify) 1. \_\_\_\_\_  
(specify) 2. \_\_\_\_\_  
Dessert: (Choices of: Fruits or Cakes or Salads)  
(specify) \_\_\_\_\_

Drinks:  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  500ml Bottled Water

**PM Snacks:** (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks:  500ml Bottled Water  
or  330ml Bottled Natural Juice  
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or  240ml Canned Juice:  
(specify) \_\_\_\_\_  
or  Coffee/Hot Choco:  
(specify) \_\_\_\_\_

(Signature over Printed Name of Supplier/