



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

RFQ No. : DSWD7-2023-0951  
 Date : June 16, 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](mailto:kalahiaf7.procurement23@gmail.com) on or before **June 23, 2023 at 1:00PM.**

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: **Basay, 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)



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

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Date: June 16, 2023

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			<b>Provision of Catering Services (1 Meal and 2 Snacks)</b> <i>Title of Activity : Barangay Nutrition Action Plan Formulation and Barangay Development Plan Enhancement Workshop</i>				
	64	pax	<i>Date : August 24, 2023</i>				
	64	pax	<i>Date : August 25, 2023</i>				
2			<i>Title of Activity : Municipal Fiduciary Review and Workshop</i> <i>Date : September 20, 2023</i>				
	37	pax					
3			<i>Title of Activity : Organizational Development and Management Training cum O&amp;M Training</i>				
	31	pax	<i>Date : October 18, 2023</i>				
	31	pax	<i>Date : October 19, 2023</i>				
4			<i>Title of Activity : Municipal Sustainability Planning Workshop</i>				
	50	pax	<i>Date : November 23, 2023</i>				
	50	pax	<i>Date : November 24, 2023</i>				
			<b>Venue :</b> Basay, Negros Oriental <b>Meals :</b> Lunch (Packed) <b>Snacks :</b> AM & PM (Packed) <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 )  <i>No serving of CREAMDORY fish</i>  <i>No serving of BAM-E, PANSIT or BIHON (as viand)</i>  <b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS / POWDERED JUICES</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>AM / PM Snacks:</b></p> <p>&gt; Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin i.e Suman/Puto/Biko etc., 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 or Coffee/Hot Choco)</p> <p>Strictly <b>NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS / POWDERED JUICES</b></p> <p><i>*Please specify name of dishes</i></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>Php130,800.00</b>				<p>Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.</p>			
End User: <b>KC-PMNP</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**  
 Cavasser

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