



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

RFQ No. : DSWD7-2024-0919  
 Date : June 25, 2024

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 [kalahiaf7.procurement23@gmail.com](mailto:kalahiaf7.procurement23@gmail.com) on or before **July 1, 2024 at 3:00 PM.**

Very truly yours,

  
**ENGR. EMMANUEL M. EDLES**  
 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 delivered **on the specific date in Annex A .**
- Place of Delivery: Within Metro Cebu
- 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: \_\_\_\_\_

  
**CRISMARIE S. EROJO**  
 Canvasser

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

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



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII, Cebu City

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

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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 & 2 Snacks)				
1			<b>Activity Title: MEALS DURING THE PAYOUT ACTIVITIES OF THE TARA BASA TUTORING PROGRAM</b>				
	310	pax	<b>Date: July 13, 2024 (AM Snacks, Lunch, &amp; PM Snacks)</b>				
	217	pax	<b>Date: July 27, 2024 (AM Snacks, Lunch, &amp; PM Snacks)</b>				
2			<b>Activity Title: CULMINATING ACTIVITIES FOR THE TARA, BASA TUTORING PROGRAM</b>				
	446	pax	<b>Date: August 7, 2024 (AM Snacks, Lunch, &amp; PM Snacks)</b>				
	447	pax	<b>Date: August 8, 2024 (AM Snacks, Lunch, &amp; PM Snacks)</b>				
	446	pax	<b>Date: August 9, 2024 (AM Snacks, Lunch, &amp; PM Snacks)</b>				
			<b>Venue: Within Metro Cebu</b> <b>Meals: Lunch (Packed)</b> <b>Snacks: AM &amp; PM (Packed)</b>  <b>Lunch Menu:</b> > Rice > Soup > 2 Main Dish: (Choices of: Beef / Pork / Chicken or Fish) > 1 Vegetable Dish > Dessert (Choices of Assorted Fruits or Salads or Cakes) > Drinks : (Choices of: at least 500 ml Bottled Water or 240ml Canned Juice or 330ml Bottled Natural Juice ) No serving of CREAMDORY fish No serving of BAM-E, PANSIT or BIHON (as viand) <b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS / POWDERED JUICES</b> * Please specify name of dishes  <b>AM / PM Snacks:</b> > Variation of Pasta, 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 : (Choices of: at least 500 ml Bottled Water or 240ml Canned Juice or 330ml Bottled Natural Juice or Coffee/hot Choco) * 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>Other Specifications:</p> <ul style="list-style-type: none"> <li>&gt; Service provider must attached MENU upon submission of Request for Quotation (RFQ).</li> <li>&gt; Packed lunches should be stored in a secure, sturdy, and leak-proof container, especially for dishers with a light sauce</li> <li>&gt; The supplier must provide the final menu list two weeks before the activity.</li> <li>&gt; Food must be delivered at 10:00 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 (approved Menu and Venue).</li> </ul> <p>CHARGED to: KKB-TARA,BASA</p>				
<b>Total:</b>							
Approved Budget for the Contract: <b>Php933,000.00</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.			
<b>Purpose:</b>		<b>Provision of food for the participants of the activity.</b>					

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