



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2024-1355
 Date : October 2, 2024

Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact No.: _____
 PhilGEPS Registration No.: _____

Sir/Madam:

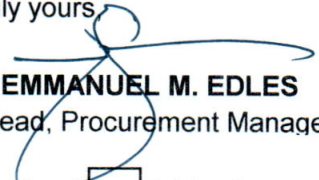
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures 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** on or before **October 8, 2024 at 1:00 PM.**

Very truly yours,


ENGR. EMMANUEL M. EDLES
 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 delivered **on the specific date in Annex A .**
4. Place of Delivery: **Within Cebu Province**
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)



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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 & 1 Snack)					
1			Activity Title: National Children's Month Culmination					
			Date of Activity: November 2024					
	50	pax	AM Snacks & Lunch for Working Committee					
	400	pax	AM Snacks for the Respondents					
			<p>Venue: Within Cebu Province Meals: Lunch (Buffet) Snacks: AM (Packed)</p> <p>Lunch Menu: > Rice > Soup > 3 main dishes: (Choices of: chicken, beef, pork or fish) > 1 Vegetable Dish > Dessert (Choices of fresh fruits, delicacies, fruit salad or pastries like cake) and natural fruit juices</p> <p>AM Snacks: Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Orange, Calamansi, Buko, Watermelon or Cucumber, etc.) * Please specify name of dishes</p> <p>Unlimited supply of Coffee and Purified/mineral Drinking Water Strictly NO serving of cream dory fish, powder juice and soft drinks</p> <p>Other Specifications: > Service provider must attached MENU upon submission of Request for Quotation (RFQ). > Packed lunches should be stored in a secure, sturdy, and leak-proof container, especially for dishes with a light sauce >The supplier must provide the final menu list two weeks before the activity. > Food must be delivered at 9:00 AM for Snacks and 11:00 AM for Lunch > Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments. > Service provider must inform the End-user ahead of time for any changes in the menu prior to the delivery. > End-user will inform the service provider at least three (3) days prior to the conduct of meeting. (approved Menu and Venue).</p> <p><i>CHARGED to: KKB-TARA,BASA</i></p>					
Total:								
Approved Budget for the Contract: Php87,500.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.				
Purpose: Provision of food for the working committee and participants of the said 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