



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

RFQ No. : DSWD7-2025-0199 ✓
Date : February 25, 2025 ✓

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 supplier/s are required to submit true copies of their valid Mayor's Permit and Philgeps registration number upon submission of quotation/s.

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; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **March 3, 2025 at 5:00PM.**

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 specified dates in Annex A**
4. Place of Delivery: **DSWD Field Office VII MJ Cuenco Avenue, Cebu City** ✓
5. Terms of Payment: **within 30 days from the 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: _____


REINAFLOR C. VISTO
Canvasser

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

Signature of Supplier/Service Provider/Authorized
Representative over Printed Name



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

RFQ | **DSWD7-2025-0199** ✓
 Date: **February 25, 2025** ✓

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 ✓				
			Meals : Lunch (Packed) ✓				
			Snacks: AM & PM (Packed) ✓				
			Title of Activity: RICTMS Section Meeting CY 2025 ✓				
			Date/s:				
1	33	pax	March 28, 2025 ✓				
2	33	pax	April 25, 2025 ✓				
3	33	pax	May 23, 2025 ✓				
4	33	pax	June 20, 2025 ✓				
5	33	pax	July 25, 2025 ✓				
6	33	pax	August 29, 2025 ✓				
7	33	pax	September 26, 2025 ✓				
8	33	pax	October 24, 2025 ✓				
9	33	pax	November 14, 2025 ✓				
10	33	pax	December 5, 2025 ✓				
			Venue : DSWD FO VII ✓				
			Lunch Meal ✓				
			> Soup (should be stock or cream - based, with pieces of meat chunks, may be thick / thin / smooth textured) ✓				
			> Rice ✓				
			> 3 Main Dishes: Choices of Beef, Pork, Chicken, and Fish ✓				
			> 1 Vegetable Dish ✓				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
		✓	> Dessert: Choice of Fresh Tropical Fruits or Pastries or				
		✓	> Drinks: (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice / Fresh or 240ml Canned Juice)				
			Snacks AM and PM				
		✓	> <i>Choice of any of the following:</i> (a) Sandwiches with sides (Clubhouse or similar with in size) (b) Burgers with sides (c) Pasta with toasted bread / bun (Pasta should be 1 cup) (d) Noodle Dish (e.g. Pancit/Bihon) (e) Breads / Pastries - should provide appropriate portion size per serving (f) Native Kakanin - should provide atleast 3 variety per serving				
		✓	> Drinks: (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural / Fresh Juice or 240ml Canned Juice); for native kakanin, may be paired with either hot chocolate or coffee				
			Other Specifications:				
		✓	> No serving of CREAMDORY fish				
		✓	> No serving of BAM-E, PANSIT or BIHON (as alternate of one of the main course)				
		✓	> No serving of SODA (Softdrinks), Flavored Bottled Drinks , and Powdered Juices				
		✓	> All drinks delivered should be in the appropriate temperature Cold or Hot.				
			Requirements:				
		✓	> Food must be delivered between 8:00 AM to 9:00 AM for AM snack, 11:00-11:30 AM for Lunch and 3:00PM for PM snack				
		✓	> Service provider should attached MENU (with dish choices) upon submission of Request for Quotation (RFQ) for the end-user to select/choose.				
		✓	> Main Dish (Meat and Chicken) should have atleast 100 grams cooked weight per serving , vegetables should be 1 cup per serving , dessert should be of proportionate serving.				
		✓	> End-user should inform the service provider of the final menu at least (5) days prior to the conduct of the meeting / activity. And any changes will immediately be coordinated.				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
		✓	> Service provider should not make any changes on the final menu / food choices without the approval of the end-user.				
		✓	> Meals should be packaged in a container (material may either be: thick paperboard, polyethylene, polystyrene, polyvinyl chloride or PVC) that is sturdy, leak and spill-proof, <i>with partitions</i> . Soup and dessert should be in a separate container. Provision of disposable cutleries (spoon, fork, knife) and tissue.				
		✓	> Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments.				
Approved Budget for the Contract: Php 231,000.00 ✓				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: PPD/RIC TMS ✓							

PURPOSE : Provision of food for the participants of Meeting ✓

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

Signature of Supplier/Service
Provider/Authorized Representative
over Printed Name


REINAFLOR C. VISTO

Canvasser