



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

RFQ No. : DSWD7-2025-0265 & 0266
 Date : March 14, 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 19, 2025 at 4:00PM.**

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 specified dates in Annex A**
- Place of Delivery: **Tagbilaran City and Nearby Towns** ✓
- Terms of Payment: **within 30 days from the 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: _____

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 | **DSWD7-2025-0265 & 0266**
 Date: **March 14, 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 : Bohol Cluster 1 Quaterly Meeting ✓				
1	117 ✓	pax	Date : April 4, 2025 ✓				
2	117 ✓	pax	May 30, 2025 ✓				
3	117 ✓	pax	July 31, 2025 ✓				
			Title of Activity : Bohol Cluster 2 Quaterly Meeting ✓				
1	113 ✓	pax	Date : April 4, 2025 ✓				
2	113 ✓	pax	May 2, 2025 ✓				
3	113 ✓	pax	June 27, 2025 ✓				
			Venue : <i>Within Tagbilaran City and Nearby Towns</i> ✓				
			Lunch Meal				
			> Soup (should be stock or cream - based, with pieces of				
			> Rice				
			> 3 Main Dishes: Choices of Beef, Pork, Chicken, and Fish				
			> 1 Vegetable Dish				
			> Dessert: Choice of Fresh Tropical Fruits or Pastries or Salads				
			> Drinks: (Choices of: 330ml Bottled Natural Juice / Fresh or 240ml Canned Juice)				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<u>Snacks (AM and PM)</u>				
			> <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: 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.				
			> Provision of flowing coffee and availability of water dispensers or bottled water				
			Requirements:				
			> Food must be delivered between TIME (e.g 9:00 AM to 10:00 AM) for AM snack, TIME for Lunch and 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 Course (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.				
			> Service provider should not make any changes on the final menu / food choices without the approval of the end-user.				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			> Meals should be packaged in a container (may either be: Chaffing Dish, aluminum pans, and thick paperboard pans) that is sturdy, leak and spill-proof. Soup and dessert should be in a separate container.				
			> Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments.				
				TOTAL:			
Approved Budget for the Contract: Php 483,000.00 /				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: PANTAWID /							

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
Carvasser