



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII  
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

## REQUEST FOR QUOTATION NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2025-0506  
Date : April 16, 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 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 **April 23, 2025 at 1:00 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: **Basay, Negros Oriental**
- 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)



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

RFQ No.: DSWD7-2025-0506

Company Address: \_\_\_\_\_

Date: April 16, 2025

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
			<b>Provision of Catering Services (1 Meal and 2 Snacks)</b>				
1	29	pax	Activity Title: Community Based-Training for Community Volunteers Government Procurement 9184 (2days), Infrastructure (2 days) & FMS (1 day) Date: May 19-20, 2025 Government Procurement - 9184 (2 days)				
	29	pax	Date: May 21-22, 2025 Infrastructure (2 days)				
	31	pax	Date: May 28, 2025 Financial Management Training (1 day)				
2	17	pax	Activity Title: Municipal Fiduciary Review cum Project Team Meeting Date: August 12-13, 2025				
3	30	pax	Activity Title: Operation and Maintenance Training for O&M Groups				
			Date: August 19-21, 2025				
4	29	pax	Activity Title: Municipal Accountability Reporting Date: October 10, 2025				
5	30	pax	Activity Title: Municipal Sustainability Planning Workshop & SET Refresher/Monitoring Training Date: October 22-23, 2025				
			Venue: Basay, Negros Oriental Meals: Lunch (Packed) Snacks: AM & PM (Packed) <b>Lunch Menu:</b> > Rice > <b>2 Main Dish:</b> (Choices of: Beef / Pork / Chicken or Fish) > <b>1 Vegetable Dish</b> > <b>Dessert:</b> (Choices of Fresh Tropical Fruits or Cakes or Salads) > <b>Drinks:</b> (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice/Fresh or 240ml Canned Juice) <b>AM / PM Snacks:</b> > Choices any of the following: (a) Sandwiches with sides ( Clubhouse or similar 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 be atleast 3 variety per serving				



Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p><b>Drinks:</b></p> <p>&gt; Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice/Fresh or 240ml Canned Juice); for native kakanin, may be paired with either hot chocolate or coffee</p> <p><b>Other Specifications:</b></p> <p>&gt; No serving of CREAMDORY fish</p> <p>&gt; No serving of BAM-E, PANSIT or BIHON (as alternate of one of the main course)</p> <p>&gt; No serving of SODA (Softdrinks), Flavored Bottled Drinks , and Powdered Juices</p> <p>&gt; All drinks delivered should be in the appropriate temperature Cold or Hot.</p> <p><b>Requirements:</b></p> <p>&gt; Food must be delivered between TIME (e.g 9:00 AM to 10:00 AM) for AM snack, TIME(e.g 9:00 AM to 10:00 AM) for Lunch and PM snack.</p> <p>&gt; Service provider should attached MENU (with dish choices) upon submission of Request for Quotation (RFQ) for the end-user to select/choose.</p> <p>&gt; 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.</p> <p>&gt; 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.</p> <p>&gt; Service provider should not make any changes on the final menu / food choices without the approval of the end-</p> <p>&gt; 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, with partitions. Soup and dessert should be in a separate container. Provision of disposable cutleries (spoon, fork, knife) and tissue.</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>				
			Charged to KC-KKB FUNDS - CEAC ACTIVITIES				
<b>Total:</b>							
Approved Budget for the Contract: <b>Php180,000.00</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



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

**Activity Title: Community Based-  
Training for Community Volunteers**  
**Day 1: Government Procurement – 9184**

**AM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Lunch: Plain Rice**

**2 Main Dish:** (Choices of Beef, Pork;  
Chicken or Fish):

(specify 1) \_\_\_\_\_  
(specify 2) \_\_\_\_\_

**1 Vegetable Dish:**

(specify) \_\_\_\_\_

**Dessert:** (Choices of: Fresh Tropical Fruits or Pastries or Salads)

(specify) \_\_\_\_\_

Drinks: ☐ 330ml Bottled Natural

Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or ☐ 240ml Canned Juice:

(specify) \_\_\_\_\_

or ☐ 500ml Bottled Water

**PM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Activity Title: Community Based-  
Training for Community Volunteers**  
**Day 2: Government Procurement – 9184**

**AM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Lunch: Plain Rice**

**2 Main Dish:** (Choices of Beef, Pork;  
Chicken or Fish):

(specify 1) \_\_\_\_\_  
(specify 2) \_\_\_\_\_

**1 Vegetable Dish:**

(specify) \_\_\_\_\_

**Dessert:** (Choices of: Fresh Tropical Fruits or Pastries or Salads)

(specify) \_\_\_\_\_

Drinks: ☐ 330ml Bottled Natural

Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or ☐ 240ml Canned Juice:

(specify) \_\_\_\_\_

or ☐ 500ml Bottled Water

**PM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Activity Title: Community Based-  
Training for Community Volunteers**  
**Day 1: Infrastructure**

**AM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Lunch: Plain Rice**

**2 Main Dish:** (Choices of Beef, Pork;  
Chicken or Fish):

(specify 1) \_\_\_\_\_  
(specify 2) \_\_\_\_\_

**1 Vegetable Dish:**

(specify) \_\_\_\_\_

**Dessert:** (Choices of: Fresh Tropical Fruits or Pastries or Salads)

(specify) \_\_\_\_\_

Drinks: ☐ 330ml Bottled Natural

Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or ☐ 240ml Canned Juice:

(specify) \_\_\_\_\_

or ☐ 500ml Bottled Water

**PM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

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



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

**Activity Title: Community Based-  
Training for Community Volunteers**

**Day 2: Infrastructure**

**AM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Lunch: Plain Rice**

**2 Main Dish:** (Choices of Beef, Pork;  
Chicken or Fish):

(specify 1) \_\_\_\_\_  
(specify 2) \_\_\_\_\_

**1 Vegetable Dish:**

(specify) \_\_\_\_\_  
**Dessert:** (Choices of: Fresh Tropical Fruits  
or Pastries or Salads)

(specify) \_\_\_\_\_  
Drinks: ☐ 330ml Bottled Natural  
Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ 500ml Bottled Water

**PM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Activity Title: Community Based-  
Training for Community Volunteers**

**Day 1: Financial Management Training**

**AM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Lunch: Plain Rice**

**2 Main Dish:** (Choices of Beef, Pork;  
Chicken or Fish):

(specify 1) \_\_\_\_\_  
(specify 2) \_\_\_\_\_

**1 Vegetable Dish:**

(specify) \_\_\_\_\_  
**Dessert:** (Choices of: Fresh Tropical Fruits  
or Pastries or Salads)

(specify) \_\_\_\_\_  
Drinks: ☐ 330ml Bottled Natural  
Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ 500ml Bottled Water

**PM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Activity Title: Municipal Fiduciary  
Review cum Project Team Meeting**

**Day 1:**

**AM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Lunch: Plain Rice**

**2 Main Dish:** (Choices of Beef, Pork;  
Chicken or Fish):

(specify 1) \_\_\_\_\_  
(specify 2) \_\_\_\_\_

**1 Vegetable Dish:**

(specify) \_\_\_\_\_  
**Dessert:** (Choices of: Fresh Tropical Fruits  
or Pastries or Salads)

(specify) \_\_\_\_\_  
Drinks: ☐ 330ml Bottled Natural  
Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ 500ml Bottled Water

**PM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

(Signature over Printed Name of Supplier/  
Authorized Representative)



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

**Activity Title:**  
**Municipal Fiduciary Review cum**  
**Project Team Meeting**  
**Day 2:**

**AM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Lunch:** Plain Rice

**2 Main Dish:** (Choices of Beef, Pork;  
Chicken or Fish):

(specify 1) \_\_\_\_\_  
(specify 2) \_\_\_\_\_

**1 Vegetable Dish:**

(specify) \_\_\_\_\_  
**Dessert:** (Choices of: Fresh Tropical Fruits  
or Pastries or Salads)

(specify) \_\_\_\_\_  
Drinks: ☐ 330ml Bottled Natural  
Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ 500ml Bottled Water

**PM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Activity Title:**  
**Operation and Maintenance Training**  
**for O&M Groups**  
**Day 1:**

**AM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Lunch:** Plain Rice

**2 Main Dish:** (Choices of Beef, Pork;  
Chicken or Fish):

(specify 1) \_\_\_\_\_  
(specify 2) \_\_\_\_\_

**1 Vegetable Dish:**

(specify) \_\_\_\_\_  
**Dessert:** (Choices of: Fresh Tropical Fruits  
or Pastries or Salads)

(specify) \_\_\_\_\_  
Drinks: ☐ 330ml Bottled Natural  
Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ 500ml Bottled Water

**PM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Activity Title:**  
**Operation and Maintenance Training**  
**for O&M Groups**  
**Day 2:**

**AM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Lunch:** Plain Rice

**2 Main Dish:** (Choices of Beef, Pork;  
Chicken or Fish):

(specify 1) \_\_\_\_\_  
(specify 2) \_\_\_\_\_

**1 Vegetable Dish:**

(specify) \_\_\_\_\_  
**Dessert:** (Choices of: Fresh Tropical Fruits  
or Pastries or Salads)

(specify) \_\_\_\_\_  
Drinks: ☐ 330ml Bottled Natural  
Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ 500ml Bottled Water

**PM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_  
Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /  
Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)  
(specify) \_\_\_\_\_  
or ☐ 240ml Canned Juice:  
(specify) \_\_\_\_\_  
or ☐ Coffee/Hot Choco:  
(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

(Signature over Printed Name of Supplier/  
Authorized Representative)



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

**Activity Title:**  
**Operation and Maintenance Training**  
**for O&M Groups**  
**Day 3:**

**AM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_

Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /

Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or ☐ 240ml Canned Juice:

(specify) \_\_\_\_\_

or ☐ Coffee/Hot Choco:

(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Lunch:** Plain Rice

**2 Main Dish:** (Choices of Beef, Pork;  
Chicken or Fish):

(specify 1) \_\_\_\_\_

(specify 2) \_\_\_\_\_

**1 Vegetable Dish:**

(specify) \_\_\_\_\_

**Dessert:** (Choices of: Fresh Tropical Fruits  
or Pastries or Salads)

(specify) \_\_\_\_\_

Drinks: ☐ 330ml Bottled Natural  
Juice i.e.:

(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or ☐ 240ml Canned Juice:

(specify) \_\_\_\_\_

or ☐ 500ml Bottled Water

**PM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_

Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /

Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or ☐ 240ml Canned Juice:

(specify) \_\_\_\_\_

or ☐ Coffee/Hot Choco:

(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Activity Title:**  
**Municipal Accountability Reporting**

**AM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_

Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /

Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or ☐ 240ml Canned Juice:

(specify) \_\_\_\_\_

or ☐ Coffee/Hot Choco:

(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Lunch:** Plain Rice

**2 Main Dish:** (Choices of Beef, Pork;  
Chicken or Fish):

(specify 1) \_\_\_\_\_

(specify 2) \_\_\_\_\_

**1 Vegetable Dish:**

(specify) \_\_\_\_\_

**Dessert:** (Choices of: Fresh Tropical Fruits  
or Pastries or Salads)

(specify) \_\_\_\_\_

Drinks: ☐ 330ml Bottled Natural  
Juice i.e.:

(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or ☐ 240ml Canned Juice:

(specify) \_\_\_\_\_

or ☐ 500ml Bottled Water

**PM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_

Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /

Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or ☐ 240ml Canned Juice:

(specify) \_\_\_\_\_

or ☐ Coffee/Hot Choco:

(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Activity Title: Municipal Sustainability**  
**Planning Workshop & Set Refresher /**  
**Monitoring Training**  
**Day 1:**

**AM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_

Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /

Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or ☐ 240ml Canned Juice:

(specify) \_\_\_\_\_

or ☐ Coffee/Hot Choco:

(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

**Lunch:** Plain Rice

**2 Main Dish:** (Choices of Beef, Pork;  
Chicken or Fish):

(specify 1) \_\_\_\_\_

(specify 2) \_\_\_\_\_

**1 Vegetable Dish:**

(specify) \_\_\_\_\_

**Dessert:** (Choices of: Fresh Tropical Fruits  
or Pastries or Salads)

(specify) \_\_\_\_\_

Drinks: ☐ 330ml Bottled Natural  
Juice i.e.:

(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or ☐ 240ml Canned Juice:

(specify) \_\_\_\_\_

or ☐ 500ml Bottled Water

**PM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or similar within size; (b) Burgers with sides; (c) Pasta with toasted read/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 at least 3 variety per serving):

(specify) \_\_\_\_\_

Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /

Fresh Juice i.e.:  
(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or ☐ 240ml Canned Juice:

(specify) \_\_\_\_\_

or ☐ Coffee/Hot Choco:

(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired with either hot chocolate or coffee

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



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

**Activity Title: Municipal Sustainability  
Planning Workshop & Set Refresher /  
Monitoring Training  
Day 2:**

**AM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or  
similar within 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 at least 3 variety per serving):

(specify) \_\_\_\_\_

Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /

Fresh Juice i.e.:

(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or ☐ 240ml Canned Juice:

(specify) \_\_\_\_\_

or ☐ Coffee/Hot Choco:

(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired  
with either hot chocolate or coffee

**Lunch:** Plain Rice

2 Main Dish: (Choices of Beef, Pork;  
Chicken or Fish):

(specify 1) \_\_\_\_\_

(specify 2) \_\_\_\_\_

1 Vegetable Dish:

(specify) \_\_\_\_\_

Dessert: (Choices of: Fresh Tropical Fruits  
or Pastries or Salads)

(specify) \_\_\_\_\_

Drinks: ☐ 330ml Bottled Natural

Juice i.e.:

(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or ☐ 240ml Canned Juice:

(specify) \_\_\_\_\_

or ☐ 500ml Bottled Water

**PM Snacks:** (Choice of any of the following:  
(a) Sandwiches with sides - Clubhouse or  
similar within 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 at least 3 variety per serving):

(specify) \_\_\_\_\_

Drinks: ☐ 500ml Bottled Water  
or ☐ 330ml Bottled Natural /

Fresh Juice i.e.:

(Lemon/Calamansi/Buko/Cucumber etc.)

(specify) \_\_\_\_\_

or ☐ 240ml Canned Juice:

(specify) \_\_\_\_\_

or ☐ Coffee/Hot Choco:

(specify) \_\_\_\_\_

**Note:** for Native Kakanin, may be paired  
with either hot chocolate or coffee

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