

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

RFQ No. : DSWD7-2025-0611 ✓

Date : May 5, 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 **May 9, 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: **Regional Haven for Women - Camomot-Franza Road, Labangon, Cebu City ✓**
- 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: _____

REINAFLORE 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



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

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

RFQ: DSWD7-2025-0611 /
 Date: May 5, 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 for the following activities				
			<i>Title of Activity : Monthly Staff Meeting (9 pax/8mos)</i> ✓				
1	72 ✓	pax	<i>Date: May 30, 2025; June 25, 2025; July 25, 2025; August 28, 2025; September 26, 2025; October 31, 2025; November 28, 2025; December 12, 2025</i> ✓				
			Venue: Regional Haven for Women - Camomot-Franza Road, Labangon, Cebu City ✓				
			Meal : Lunch (Packed) ✓				
			Snack: AM (Packed) ✓				
			<i>Title of Activity : Nutrition Month</i> ✓				
2	60 ✓	pax	<i>Date : July 04, 2025</i> ✓				
			Venue: Regional Haven for Women - Camomot-Franza Road, Labangon, Cebu City ✓				
			Meal : Lunch (Packed) ✓				
			Snack: PM (Packed) ✓				
			<i>Title of Activity : Regional Haven for Women Family Day</i> ✓				
3	82 ✓	pax	<i>Date : September 21, 2025</i> ✓				
			Venue: Regional Haven for Women - Camomot-Franza Road, Labangon, Cebu City ✓				
			Meal : Lunch (Packed) ✓				
			Snack: AM (Packed) ✓				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<i>Title of Activity : Feast Day of Our Lady of Fatima</i> ✓				
4	80 ✓	pax	<i>Date : October 13, 2025</i> ✓				
			Venue: Regional Haven for Women - Camomot-Franza Road, Labangon, Cebu City ✓				
			Meal : Lunch (Packed) ✓				
			Snack: PM (Packed) ✓				
			<i>Title of Activity : End Violence Against Women (VAW) Campaign</i> ✓				
5	150 ✓	pax	<i>Date : November 25, 2025</i> ✓				
			Venue: AVRC II- Camomot-Franza Road, Labangon, Cebu City ✓				
			Snack: AM (Packed) ✓				
			<i>Title of Activity : RHW 32nd Anniversary</i> ✓				
6	80 ✓	pax	<i>Date : July 25, 2025</i> ✓				
			Venue: Regional Haven for Women - Camomot-Franza Road, Labangon, Cebu City ✓				
			Meal : Lunch (Packed) ✓				
			Snack: AM/PM (Packed) ✓				
			<i>Title of Activity : Basic Life Supprt Training (65 pax/2days)</i> ✓				
7	130 ✓	pax	<i>Date : May 29-30, 2025</i> ✓				
			Venue: Regional Haven for Women - Camomot-Franza Road, Labangon, Cebu City ✓				
			Meal : Lunch (Packed) ✓				
			Snack: AM/PM (Packed) ✓				
			<i>Title of Activity : Standard First Aid (65 pax/3days)</i> ✓				
8	195 ✓	pax	<i>Date : June 18, 19, 20, 2025</i> ✓				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Venue: Regional Haven for Women - Camomot-Franza Road, Labangon, Cebu City ✓				
			Meal : Lunch (Packed) ✓				
			Snack: AM/PM (Packed) ✓				
			Title of Activity : Gender and Development Training ✓				
9	51 ✓	pax	Date : September 12, 2025 ✓				
			Venue: Regional Haven for Women - Camomot-Franza Road, Labangon, Cebu City ✓				
			Meal : Lunch (Packed) ✓				
			Snack: AM (Packed) ✓				
			Title of Activity : Mental Health Awareness ✓				
10	55 ✓	pax	Date : October 10, 2025 ✓				
			Venue: Regional Haven for Women - Camomot-Franza Road, Labangon, Cebu City ✓				
			Meal : Lunch (Packed) ✓				
			Snack: AM (Packed) ✓				
			Title of Activity : RHW Year-End PREW ✓				
11	60 ✓	pax	Date : December 9, 2025 ✓				
			Venue: Regional Haven for Women - Camomot-Franza Road, Labangon, Cebu City ✓				
			Meal : Lunch (Packed) ✓				
			Snack: PM (Packed) ✓				
			<u>Lunch</u>				
			> Soup (should be stock or cream - based, with pieces of meat chunks, may be thick / thin / smooth textured) ✓				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
		✓	> 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: at least 500 ml Bottled Water or 330ml Bottled Natural Juice / Fresh or 240ml Canned Juice)				
			<u>Snacks (AM and PM)</u>				
		✓	> Choice of any of the following: (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 TIME (9:00 AM) for AM snack, TIME (11:00 AM) for Lunch meal, TIME (2:00) for PM snack				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			> 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.				
			> 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, polysterene, 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.				
				TOTAL:			
Approved Budget for the Contract: Php 559,000.00 ✓				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: REGIONAL HAVEN ✓							

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

REINAFLO C. VISTO
Canvasser