



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. : DSWD7-2025-0624

Date : April 30, 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 **May 7, 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: **Negros Oriental State University (NORSU) Main Campus**
- 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)



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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
			<b>Provision of Catering Services (1 Meal and 2 Snacks)</b>				
1	240	pax	<b>Activity Title: Cash for Work Orientation</b> <b>Date: May 19, 2025</b>				
2	240	pax	<b>Activity Title: Program Evaluation and Culmination Activity</b> <b>Date: August 8, 2025</b>				
			Venue: Negros Oriental State University (NORSU) Main Campus Meals: Lunch (Packed) Snacks: AM & PM (Packed)  <b>Lunch Menu:</b> > Rice > 2 Main Dish: (Choices of: Beef / Pork / Chicken or Fish) > 1 Vegetable Dish > Dessert: (Choices of Fresh Tropical Fruits or Cakes or Salads) > Drinks: (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 9:00AM to 10:00AM) for AM snack; TIME(e.g 11:00AM to 12:30PM) for Lunch and TIME(e.g 2:00PM to 2:30PM) for 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-user.</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>Php240,000.00</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.			
Purpose:		<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. ERDOJO**  
 Canvasser

\_\_\_\_\_  
 Signature of supplier/Authorized  
 Representative over printed name

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

### Activity Title: Cash for Work Orientation

**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: Program Evaluation and Culmination Activity

**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)