



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. : DSWD7-2025-0630

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 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 9, 2025 at 5:00 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: **Within Metro Cebu**
- 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
			Provision of Catering Services (1 Meal)				
1	330	pax	Activity Title: Program Evaluation and Culminating Activity Date: Within September - October 2025 (2 batches)				
			Venue: Within Metro Cebu Meals: Lunch Only (Packed) Lunch Menu: > Rice > 2 Main Dish: (Choices of: Beef, Chicken, and Fish) > Dessert: (Choices of Fresh Tropical Fruits or Pastries or Salads) > Drinks: 500 ml Bottled Water 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 11:00AM for Lunch > 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, 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, with partitions. 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.				
			Charged to KC-KKB FUNDS				
Total:							
Approved Budget for the Contract: Php165,000.00				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:	Provision of food for the participants of the Cash for Work Program Bebeneficiaries' Checkpointing.						

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