

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

RFQ No. : DSWD7-2025-0703

Date : May 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](mailto:bac.fo7@dswd.gov.ph) on or before **May 21, 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: **DSWD FO VII, 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: \_\_\_\_\_

  
**REINAFIOR 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 I **DSWD7-2025-0703**  
 Date: **May 14, 2025**

| Item No. | Qty. | Unit | Articles / Descriptions   |  | Statement of Compliance<br>(State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|----------|------|------|---|--|---|-------------------------|-----------|------------|
|          |      |      | <b>Provision of Catering Services for the following activities</b>  |  |   |                         |           |            |
|          |      |      | <b>Meals : Lunch (Packed)</b>   |  |   |                         |           |            |
|          |      |      | <b>Snacks: AM &amp; PM (Packed)</b>   |  |   |                         |           |            |
|          |      |      | <i>Title of Activity :</i>  | Quarterly Gender and Development Technical Working Group (GAD TWG) Meeting |   |                         |           |            |
| 1        | 30   | pax  | <i>Date :</i>   | June 11, 2025  |   |                         |           |            |
| 2        | 30   | pax  |   | September 10, 2025   |   |                         |           |            |
| 3        | 30   | pax  |   | November 25, 2025  |   |                         |           |            |
|          |      |      | <b>Venue : DSWD FO VII</b>  |  |   |                         |           |            |
|          |      |      | <b><u>Lunch Meal</u></b>  |  |   |                         |           |            |
|          |      |      | > <b>Soup</b> (should be stock or cream - based, with pieces of meat chunks, may be thick / thin / smooth textured)       |  |   |                         |           |            |
|          |      |      | > <b>Rice</b>   |  |   |                         |           |            |
|          |      |      | > <b>3 Main Dishes:</b> Choices of Beef, Pork, Chicken, and Fish  |  |   |                         |           |            |
|          |      |      | > <b>1 Vegetable Dish</b>   |  |   |                         |           |            |
|          |      |      | > <b>Dessert:</b> Choices of Fresh Tropical Fruits or Pastries or Salads  |  |   |                         |           |            |
|          |      |      | > <b>Drinks:</b> (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice / Fresh or 240ml Canned Juice) |  |   |                         |           |            |
|          |      |      | <b><u>Snacks (AM and PM)</u></b>  |  |   |                         |           |            |
|          |      |      | > Choice of any of the following:<br>(a) Sandwiches with sides (Clubhouse or similar with in size)                        |  |   |                         |           |            |
|          |      |      | (b) Burgers with sides<br>(c) Pasta with toasted bread / bun (Pasta should be 1 cup)                                      |  |   |                         |           |            |




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|          |      |      | (d) Noodle Dish (e.g. Pancit/Bihon)<br>(e) Breads / Pastries - should provide appropriate portion size per serving   |  |                         |           |            |
|          |      |      | (f) Native Kakanin - should provide atleast 3 variety per serving  |  |                         |           |            |
|          |      |      | > <b>Drinks:</b> (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   |  |                         |           |            |
|          |      |      |  |  |                         |           |            |
|          |      |      | <b>Other Specifications:</b>   |  |                         |           |            |
|          |      |      | > No serving of CREAMDORY fish   |  |                         |           |            |
|          |      |      | > No serving of <b>BAM-E, PANSIT or BIHON (as alternate of one of the main course)</b>   |  |                         |           |            |
|          |      |      | > No serving of SODA (Softdrinks), Flavored Bottled Drinks , and Powdered Juices   |  |                         |           |            |
|          |      |      | > All drinks delivered should be in the appropriate temperature Cold or Hot  |  |                         |           |            |
|          |      |      |  |  |                         |           |            |
|          |      |      | <b>Requirements:</b>   |  |                         |           |            |
|          |      |      | > Food must be delivered between (8:30 - 9:00 AM) for AM snacks, (11:20 - 11:50 AM) for Lunch, and (3:00 - 3:30 PM) for PM snacks,   |  |                         |           |            |
|          |      |      | > 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 <b>atleast 100 grams cooked weight per serving</b> , vegetables should be <b>1 cup per serving</b> , 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 <b>container</b> (material may either be: thick paperboard, polyethylene, polystyrene, 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 |  |                         |           |            |

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|---|------|------|--|--|-------------------------|-----------|------------|
|   |      |      | > 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 63,000.00 |      |      |  | "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. |                         |           |            |
| End User: PPD                                   |      |      |  |  |                         |           |            |

**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

  
\_\_\_\_\_  
**REINALOR C. VISTO**  
Canvasser