

**REQUEST FOR QUOTATION
NP-SMALL VALUE PROCUREMENT**RFQ No. : DSWD7-2025-0942-A ✓Date : June 18, 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 **June 23, 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 Field Office VII, Cebu City/OCD 7, Lapu-Lapu City, Cebu** ✓
- 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



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

RFQ | DSWD7-2025-0942-A ✓

Date: June 18, 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				
			Meals : Lunch (Buffet)				
			Snacks: AM & PM (Individually Served or Packed)				
			Title of Activity : INTER-AGENCY QUARTERLY MEETING 2025				
	25	pax	A. Disaster Response and Early Recovery Cluster Meeting 4 July 2025 19 September 2025 5 December 2025 Php: 700.00 x 25 pax x 3 meetings				
	25	pax	B. CCCM/IDP Cluster and FNFI Cluster Meeting 3 July 2025 18 September 2025 4 December 2025 Php: 700.00 x 25 pax x 3 meetings				
			Venue : DSWD Field Office VII, Cebu City/OCD 7, Lapu-Lapu City, Cebu				
			<u>Lunch Meal</u>				
			> Soup (should be stock or cream - based, with pieces of meat cuts, may be thick / thin / smooth textured)				
			> 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: 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)				


Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			(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: 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.				
			> Inclusive of 1 round of 1 sachet of instant coffee with styro paper cup & steerer				
			Requirements:				
			> Food must be delivered between 08:00 am-09:00 am for AM Snack; 10:30 am-11:30 am for Lunch; 02:00 pm-03:00 pm for PM Snack				
			> Service provider should attached MENU (with dish choices) upon submission of Request for Quotation (RFQ) for the end-user to select/choose.				
			> Main Course (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 (may either be: Chaffing Dish, aluminum pans, and thick paperboard pans) that is sturdy, leak and spill-proof. Soup and dessert should be in a separate container.				

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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 105,000.00 /				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: DRMD /							

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



REINAFLOR C. VISTO
Canvasser