

**REQUEST FOR QUOTATION
NP-SMALL VALUE PROCUREMENT**RFQ No. : DSWD7-2025-0947 ✓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:1. Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis2. Quotation validity shall be not less than **60 calendar days.**3. Good/s or Services shall be delivered **on the specified dates in Annex A**4. Place of Delivery: **DSWD AVRC II** ✓5. Terms of Payment: **within 30 days from the receipt of billing statement/Sales Invoice**6. Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**

7. 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.

8. 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: DSWD7-2025-0947 ✓
 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				
			Venue: DSWD AVRC II ✓				
			Title of Activity:				
			Standard First Aid Training and Basic Life Support ✓				
1	45 ✓	pax	August 4, 2025 Lunch (Packed) Snacks: AM and PM (Packed)				
2	45 ✓	pax	August 5, 2025 Lunch (Packed) Snacks: AM and PM (Packed)				
3	45 ✓	pax	August 6, 2025 Lunch (Packed) Snacks: AM and PM (Packed)				
4	45 ✓	pax	August 7, 2025 Lunch (Packed) Snacks: AM and PM (Packed)				
5	45 ✓	pax	August 8, 2025 Lunch (Packed) Snacks: AM and PM (Packed)				
		✓	Lunch Menu: > Rice > Soup (should be stock or cream-based with pieces of meat chunks (maybe thick, thin, or smooth texture) > 1 vegetable dish > 3 main dishes (pork, fish, chicken, or beef) > Dessert: Choices of Fruits or Cakes or Salads > Drinks: Choices of at least 500 ml Bottled Water or 330ml Bottled Natural Juice or 240 ml Canned Juice Snacks (AM/PM): Choose of any of the following: a). Pasta ✓ b). Noodles c). Sandwiches d). Pastries Burgers e). Native Kakanin . Drinks: Choices of at least 330ml Bottled Natural Juice or 240 ml Canned Juice or Hot Chocolate .				
		✓	Other Specifications: > No serving of CREAMDORY fish > No serving of BAM-E, PANCIT or BIHON (as viand) > Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
		✓	> Food must be delivered between 9:00 AM to 10:00 AM for AM snack, 11:00 AM -11:30AM for Lunch and 2:30-3:00 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 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, 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.				
		✓	Requirements: >Manner of Serving Food: Lunch should be served as an assisted buffet exclusively during the Graduation Exercise > 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 157,500.00 ✓				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: AVRC-II ✓							

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
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REINAFLO R. VISTO
Canvasser