

**REQUEST FOR QUOTATION  
SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2025-1037

Date : July 4, 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** in accordance with Implementing Rules and Regulations of Republic Act 12009. Failure to indicate required information/s 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 or service provider/s is/are required to submit true copies of valid Business/Mayor's Permit and Philgeps registration number upon submission of the 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 **July 8, 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 FOVII**
- 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**
- 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: \_\_\_\_\_

**REINAFLO 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

Annex A

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_  
TIN: \_\_\_\_\_

RFQ I **DSWD7-2025-1037** ✓  
Date: **July 4, 2025**

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</b>				
			<b>Meals : Breakfast, Lunch (Buffet)</b> ✓				
			<b>Snacks: AM &amp; PM (Individually Served or Packed)</b> ✓				
			<b>Title of Activity : Family Day Activity</b> ✓				
	<b>300</b> ✓	<b>pax</b>	<b>Date : July 12, 2025</b> ✓				
			<b>Venue : DSWD FO VII</b> ✓				
			✓ <b><u>Breakfast Meal</u></b>				
			> <b>Rice</b>				
			> <b>3 Main Dishes:</b> Choices of Beef, Pork, Chicken, Fish, and Egg / Cold Cuts				
			> <b>1 Vegetable Dish</b>				
			> <b>Dessert:</b> Choice of Fresh Tropical Fruits or Pastries or Salads				
			> <b>Drinks:</b> (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural / Fresh Juice or 240ml Canned Juice ), hot choco or coffee				
			✓ <b><u>Lunch / Breakfast Meal</u></b>				
			> <b>Soup</b> (should be stock or cream - based, with pieces of meat cuts, 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> Choice of Fresh Tropical Fruits or Pastries or Salads				
			> <b>Drinks:</b> (Choices of: 330ml Bottled Natural Juice / Fresh or 240ml Canned Juice )				




Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
		✓	<b>Snacks (AM and PM)</b>				
			> Choice of <b>any of the following</b> : (a) Sandwiches with sides (Clubhouse or similar with 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 provide atleast 3 variety per serving				
		✓	> <b>Drinks:</b> (Choices of: 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.				
		✓	> Provision of <b>flowing coffee and availability of water dispensers or bottled water</b>				
			<b>Requirements:</b>				
		✓	> Food must be delivered between TIME 8:00 AM to 9:00 AM for Breakfast and 10:00 AM to 10:30 AM snack, 11:30AM to 12:00PM for Lunch and 2:00PM to 3:00PM for 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 <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.				



Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			> Meals should be packaged in a <b>container</b> (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.				
			> 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 330,000.00 /				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated or may state brand, model and country of origin of item offered, if applicable.			
End User: <b>Welfare</b> /							

PURPOSE : Provision of food for the participants of Meeting

\_\_\_\_\_  
Signature of Supplier/Service  
Provider/Authorized Representative  
over Printed Name

  
\_\_\_\_\_  
REINAFLOR C. VISTO  
Cahvasser