

**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT**RFQ No. : DSWD7-2025-1098Date : July 15, 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 21, 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: **please refer to Annex A**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**

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: \_\_\_\_\_

**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

RFQ I

DSWD7-2025-1098

Date:

July 15, 2025

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


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 for Volunteers at VDRC</b>					
			<b>Meals : Lunch (Packed)</b>					
	1,150	pax	<i>Title of Activity :</i>	Food for Volunteers				
			<i>Date :</i> Upon request of End-User					
			<i>Place(s) of Delivery:</i>					
			1. DSWD Field Office VII					
			2. Visayas Disaster Resource Center					
			<u>Lunch / Dinner Meal</u>					
			> Rice (2 cups)					
			> 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: at least 500 ml Bottled Water or 330ml Bottled Natural Juice / Fresh or 240ml Canned Juice )					
			<b>Other Specifications:</b>					
			> 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.					
			<b>Requirements:</b>					
			> Food must be delivered between 10:30 AM to 12:00 PM for Lunch.					



Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			> Service provider should attached MENU (with dish choices) upon submission of Request for Quotation (RFQ) for the end-user to select/choose.				
			> The supplier should provide at least 30% of the total requested meals to be for the non-pork eaters or vegetarians as required by the VDRC authorized representative				
			> 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, polysterene, 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.				
			> Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments.				
				<b>TOTAL:</b>			
Approved Budget for the Contract: Php 460,000.00 ✓				"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: ADMIN/VDRC ✓							

PURPOSE : Provision of food for the participants of Meeting

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

  
REINAFLOR C. VISTO  
Canvasser