



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

RFQ No. : DSWD7-2025-0055 ✓
Date : January 23, 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 **January 28, 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 FO7 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: _____

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



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

RFQ I: **DSWD7-2025-0055**
 Date: **January 23, 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				
			NHTS RPMO MONTHLY MEETING FOR 2025	CY			
1	10	pax	February 24, 2025				
2	10	pax	March 24, 2025				
3	10	pax	April 28, 2025				
4	10	pax	May 26, 2025				
5	10	pax	June 23, 2025				
6	10	pax	July 28, 2025				
7	10	pax	August 25, 2025				
8	10	pax	September 22, 2025				
9	10	pax	October 27, 2025				
10	10	pax	November 24, 2025				
11	10	pax	December 22, 2025				
			Venue :DSWD FO7 Cebu City				
			Details/Menu: Packed AM Snacks as first provision and Packed PM Snacks as last provision with Lunch				
			Packed Lunch: Rice, Soup, 3 main dishes, (pork, fish, chicken etc.)1 vegetable course Dessert: (choice of fresh fruits, fruit salad or pastries like cake) and natural juices Strictly NO serving of creamdory, powder juice and soft drinks Beverage: water or juice				
			AM and PM Snacks: Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber, etc.)				
			Note: >Should be served as individual packed meals. >Service Provider shall attach menu for the inclusive date upon the submission of RFQ. >Food must be delivered between 9:00 AM for AM snacks, 11:30 AM for lunch and 2:30 PM for PM snacks.				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			>Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments. >Service provider must inform the End-User ahead of time for any changes in the menu prior to the delivery. > End-user will inform the service provider at least three (3) days prior to the conduct of meeting/activity.				
Approved Budget for the Contract: Php 77,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: NHTS							

PURPOSE : For provision of food for NHTS RPMO MONTHLY MEETING FOR CY 2025

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

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


REINAFLOR C. VISTO
 Carvasser