



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

RFQ No. : DSWD7-2025-0055  
 Date : February 3, 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 **February 7, 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 basis
2. 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 FO7 Cebu City
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: \_\_\_\_\_

  
**REINAFLOR 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 I **DSWD7-2025-0055**  
 Date: **February 3, 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>NHTS RPMO MONTHLY MEETING FOR 2025</b>   | <b>CY</b>  |                         |           |            |
| 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<br>Dessert: (choice of fresh fruits, fruit salad or pastries like cake) and natural juices<br><b>Strictly NO serving of creamdory, powder juice and soft drinks</b><br>Beverage: water or juice |  |                         |           |            |
|          |      |      | <b>AM and PM Snacks:</b><br>Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber, etc.)  |  |                         |           |            |
|          |      |      | Note:<br>>Should be served as individual packed meals.<br>>Service Provider shall attach menu for the inclusive date upon the submission of RFQ.<br>>Food must be delivered between 9:00 AM for AM snacks, 11:30 AM for lunch and 2:30 PM for PM snacks.                              |  |                         |           |            |

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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.<br>>Service provider must inform the End-User ahead of time for any changes in the menu prior to the delivery.<br>> 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  
 Canvasser