



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 Field Office VII  
 Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

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

RFQ No. : DSWD7-2025-0079 ✓  
 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:**

- 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: Home for Girls Covered Court ✓
- 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 **DSWD7-2025-0079** ✓  
 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 Food Catering Services</b> ✓				
			Title of Activity : RSCC 42nd Anniversary Celebration ✓				
1	150 ✓	PAX	<b>February 21, 2025</b> Meals: AM Snacks, Lunch, PM Snacks (AM snacks as the first provision, Lunch is the second provision, and PM snacks is the last provision.) ✓				
			<b>Venue:</b> Home for Girls Covered Court ✓				
			<b>Details:</b> AM Snacks, Lunch and PM Snacks ✓				
			<b>Lunch Menu:</b>				
			> Rice				
			> Soup				
			> 2 Main Dish : (Choices of: Beef / Pork / Chicken or Fish)				
			> 1 Main Dish : Vegetables				
			> Dessert: (Choice of: Fruits, Cakes or Salads)				
			> Drinks : (Choices of: 240ml Canned Juice or 330ml Bottled Fresh Natural Juices i.e. Lemon/ Calamansi / Buko / Cucumber etc.)				
			No serving of CREAMDORY fish				
			No serving of BAM-E, PANSIT or BIHON (as viand)				
			Strictly NO SOFTDRINKS.				
			<b>AM/PM Snacks:</b>				
			>Prefers: (1) Pasta with Side bread (2) Burger with fries (3) Clubhouse Sandwich				
			>Drinks: Choices of local juice: lemon grass, calamansi, buko, watermelon or cucumber, etc.				
			<b>Manner of Serving Food:</b> Guided buffet with food server. ✓				
			<b>Other Specifications:</b>				
			> Service provider must attached MENU upon submission of Request for Quotation (RFQ).				
			> AM Snacks must be delivered at 9:00 AM, lunch at 11:00 AM, and PM Snacks at 3:00 PM. ✓				

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. ✓				
Approved Budget for the Contract: Php 105,000.00 ✓				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: PSD / RSCC ✓							

PURPOSE : Provision of food for the participants of the activity. ✓

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

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

REINAFLORES C. VISTO  
Canvasser