



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. : DSWD7-2022-0086
 Date : January 28, 2022

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/Business Permit, Philgeps Registration Number and Latest Income Tax Return (ITR) for Approved Budget for the Contract (ABC) above Php500,000.00 upon submission of quotation. An Omnibus Sworn Statement (OSS) shall be required prior to award for ABC above Php50,000.00.

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; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **February 2, 2022 at 5:00PM.**

Very truly yours,


ROSARIO P. BACONG
 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: **within Bohol Province**
- Terms of Payment: **within 30 days after completion of delivery and receipt of complete billing documents.**
- 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: _____

LENY L. DAJALOS
 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: _____

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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				
			Title: SLP Provincial Monthly Meeting				
			Scope:				
1	32	pax	Dates: February 18, 2022 March 25, 2022 April 29, 2022 May 27, 2022 June 17, 2022				
			Venue: Within Bohol Province				
			Details: AM Snacks as the first provision and PM Snacks as last provision				
			Menu: Lunch Appetizer, Rice, Soup, 3 main dishes (vegetable, pork, fish, chicken and beef)				
			Dessert (choice of fresh fruits, fruit salad or pastries like cake) and natural juices				
			AM/PM Snacks: Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber, etc.)				
			Unlimited supply of Coffee and Purified/mineral Drinking Water				
			Strictly NO serving of cream dory fish, powder juice and soft drinks				
			Should be served as individual pack meals.				
			Others: Service Provider shall attach menu for the inclusive dates upon the submission of RFQ; must provide SOA and menu on the last day of the activity. Payment is within 30 days after receipt of complete set of supporting documents.				
Approved Budget for the Contract: Php 80,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: SUSTAINABLE LIVELIHOOD PROGRAM (SLP)							

PURPOSE : Provision of meal and use of venue for the participants of SLP Provincial Monthly Meeting.

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

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

LENY L. DAJALOS
Canvasser