



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. : DSWD7-2023-0088
Date : January 13, 2023

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 18, 2023 at 12:00NN.**

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 FO VII**
- 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 R. 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 **DSWD7-2023-0088**
 Date: **January 13, 2023**

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 3 Meals (Breakfast, Lunch and Dinner)				
			Conduct of SFP Monthly Meeting				
1	18	pax	Date : Every 2nd Friday of the month from February to June 2023				
			Venue : DSWD FO VII				
			Meals : Breakfast, Lunch and Dinner (Packed)				
			<u>Breakfast Menu:</u>				
			> Rice , > Soup				
			>3 Main Dish : (Choices of: Beef / Pork / Chicken or Fish)				
			<i>No serving of CREAMDORY fish</i>				
			<i>No serving of BAM-E, PANSIT or BIHON</i>				
			> Dessert : Assorted Fresh Fruits				
			> Drinks : Hot Choco or at least 240ml Canned Fruit Juice				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS				
			<u>Lunch Menu:</u>				
			> Rice , > Soup				
			>2 Main Dish : (Choices of: Beef / Pork / Chicken or Fish)				
			> 1 Dish : Vegetable				
			<i>No serving of CREAMDORY fish</i>				
			<i>No serving of BAM-E, PANSIT or BIHON</i>				
			> Dessert Choices of: Cakes or Salads				
			> Drinks : at least 240ml Canned Fruit Juice				
			<u>Dinner Menu:</u>				
			> Rice , > Soup				
			>2 Main Dish : (Choices of: Beef / Pork / Chicken or Fish)				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			> 1 Dish : Vegetable				
			No serving of CREAMDORY fish				
			No serving of BAM-E, PANSIT or BIHON				
			> Dessert Choices of: Cakes or Salads)				
			> Drinks : at least 500ml Bottled Water				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS				
			Other Specifications:				
			> Service provider must attached MENU upon submission of Request for Quotation (RFQ).				
			> Food must be delivered between 8AM to 9AM for Breakfast; 11AM to 12NN for Lunch and 4PM to 5PM for Dinner				
			> Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments.				
Approved Budget for the Contract: Php 81,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:	SUPPLEMENTARY FEEDING PROGRAM						

PURPOSE : Provision of food for the participants of 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



REINAFLOR C. VISTO
Canvasser