



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. : DSWD7-2025-0093A
 Date : February 11, 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 17, 2025 at 5:00PM.**

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 Field Office VII MJ Cuenco Avenue, 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: _____


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



RFQ | DSWD7-2025-0093A
Date: February 11, 2025

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

| 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 | | | | |
| | | | Meals : Lunch (Individually Packed) | | | | |
| | | | Snacks: AM (Individually Packed) | | | | |
| | | | <i>Title of Activity</i> : FMD-Accounting Section Monthly Meeting CY 2025 | | | | |
| | | | <i>Date</i> : Every 3rd Friday for the month of MARCH - DECEMBER 2025 (10 months) | | | | |
| 1 | 40 | pax | March 3, 2025 | | | | |
| 2 | 40 | pax | March 21, 2025 | | | | |
| 3 | 40 | pax | April 18, 2025 | | | | |
| 4 | 40 | pax | May 16, 2025 | | | | |
| 5 | 40 | pax | June 20, 2025 | | | | |
| 6 | 40 | pax | July 18, 2025 | | | | |
| 7 | 40 | pax | August 15, 2025 | | | | |
| 8 | 40 | pax | September 19, 2025 | | | | |
| 9 | 40 | pax | October 17, 2025 | | | | |
| 10 | 40 | pax | November 21, 2025 | | | | |
| 11 | 40 | pax | December 19, 2025 | | | | |
| | | | <i>Venue</i> : DSWD FO VII | | | | |
| | | | Lunch Meal (Individually Packed) | | | | |
| | | | > Soup (should be stock or cream - based, with pieces of meat chunks, may be thick / thin / smooth textured) | | | | |
| | | | > Rice | | | | |
| | | | > 3 Main Dishes: Choices of Beef, Pork, Chicken, and Fish | | | | |

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|----------|------|------|--|--|-------------------------|-----------|------------|
| | | | > 1 Vegetable Dish | | | | |
| | | | > Dessert: Choice of Fresh Tropical Fruits or Pastries or | | | | |
| | | | > Drinks: (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice / Fresh or 240ml Canned Juice) | | | | |
| | | | | | | | |
| | | | Snacks AM (Individually Packed) | | | | |
| | | | > <i>Choice of any of the following:</i> (a) Sandwiches with sides (Clubhouse or similar with in size) (b) Burgers with sides (c) Pasta with toasted bread / bun (Pasta should be 1 cup) (d) Noodle Dish (e.g. Pancit/Bihon) (e) Breads / Pastries - should provide appropriate portion size per serving (f) Native Kakanin - should provide atleast 3 variety per serving | | | | |
| | | | > Drinks: (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural / Fresh Juice or 240ml Canned Juice); for native kakanin, may be paired with either hot chocolate or coffee | | | | |
| | | | | | | | |
| | | | Other Specifications: | | | | |
| | | | > No serving of CREAMDORY fish | | | | |
| | | | > No serving of BAM-E, PANSIT or BIHON (as alternate of one of the main course) | | | | |
| | | | > No serving of SODA (Softdrinks), Flavored Bottled Drinks , and Powdered Juices | | | | |
| | | | > All drinks delivered should be in the appropriate temperature Cold or Hot. | | | | |
| | | | | | | | |
| | | | Requirements: | | | | |
| | | | > Food must be delivered between 8:00 AM - 9:00 AM for AM Snacks and 10:30AM - 11:30AM for LUNCH | | | | |
| | | | > Service provider should attached MENU (with dish choices) upon submission of Request for Quotation (RFQ) for the end-user to select/choose. | | | | |
| | | | > Main Dish (Meat and Chicken) should have atleast 100 grams cooked weight per serving , vegetables should be 1 cup per serving , dessert should be of proportionate serving. | | | | |
| | | | > End-user should inform the service provider of the final menu at least (5) days prior to the conduct of the meeting / activity. And any changes will immediately be coordinated. | | | | |

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|--|------|------|---|--|-------------------------|-----------|------------|
| | | | > Service provider should not make any changes on the final menu / food choices without the approval of the end-user. | | | | |
| | | | > Meals should be packaged in a container (material may either be: thick paperboard, polyethylene, polystyrene, polyvinyl chloride or PVC) that is sturdy, leak and spill-proof, <i>with partitions</i> . Soup and dessert should be in a separate container. Provision of disposable cutleries (spoon, fork, knife) and tissue. | | | | |
| | | | > 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 242,000.00 | | | | "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. | | | |
| End User: FMD-ACCTG | | | | | | | |

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



REINAFLO R. VISTO
Cavasser