



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. : DSWD7-2025-0104 ✓
 Date : February 10, 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 14, 2025 at 3:00PM.**

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: _____

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



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

RFQ I **DSWD7-2025-0104**
Date: **February 10, 2025**

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 TIN: _____


Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Provision of packed meals & snacks for :				
			Title of Activity : DESIGNATED FINANCE OFFICERS & FUND CONTROLLERS MEETING				
1	35	pax	Details: Every 2nd Friday of the month (February - December 2025)				
			Delivery: DSWD Field Office VII ROC 1 MJ Cuenco Avenue, Cebu City				
			Meals: Lunch , AM, & PM Snacks (Individually Packed)				
			Lunch Menu: > 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 > 1 Vegetable Dish > Dessert: Choice of Fresh Tropical Fruits or Pastries or Salads > Drinks: (Choices of: 330ml Bottled Natural Juice / Fresh or 240ml Canned Juice)				
			Snacks AM & PM Snacks: "> Choice of any of the following: (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: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.				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Requirements: > Food must be delivered between 10:00 AM for AM Snacks and 10:30AM - 11AM for LUNCH and 2PM for PM snack > 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. > 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, with partitions. 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 269,500.00 /				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: FMD /							

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