



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. : DSWD7-2025-0111 ✓
 Date : February 12, 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 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: RSCC Conference Room Labangon 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 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 **DSWD7-2025-0111** ✓
 Date: **February 12, 2025** ✓


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 (Buffet) Php: 500.00 .00 ✓				
			Snacks: AM & PM (Individually Served or Packed) ✓				
			Title of Activity : Monthly General Staff Meeting ✓				
1	30	pax	Date: March 11, 2025 ✓				
2	30	pax	Date: April 8, 2025 ✓				
3	30	pax	Date: May 13, 2025 ✓				
4	30	pax	Date: June 10, 2025 ✓				
5	30	pax	Date: July 8, 2025 ✓				
6	30	pax	Date: August 12, 2025 ✓				
7	30	pax	Date: September 9, 2025 ✓				
8	30	pax	Date: October 14, 2025 ✓				
9	30	pax	Date: November 11, 2025 ✓				
10	30	pax	Date: December 12, 2025 ✓				
			Venue : RSCC Conference Room ✓				
			Lunch Meal				
			> Soup (should be stock or cream - based, with pieces of meat cuts, 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 and PM)				
			> 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)				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			(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.				
			> Provision of flowing coffee and availability of water dispensers or bottled water				
			Requirements:				
			> Food must be delivered between 9:00 AM for AM snack, 11:00 AM for Lunch and 2:00 PM 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. using the prescribed form (Annex B)				
			> Main Course (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 (may either be: Chaffing Dish, aluminum pans, and thick paperboard pans) that is sturdy, leak and spill-proof. Soup and dessert should be in a separate container.				
			> Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments.				
				TOTAL:			
Approved Budget for the Contract: Php 150,000.00				"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 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 C. VISTO
Cahvasser

Name of Service Provider: _____

You may edit this form with Logos and other features as long as the template used has the same content as provided. Dishes may be more than five (5) as presented and should be available once chosen by the End-user. In case of unavailability should be removed from the submitted list.

A. 3 Main Dishes: Choices of Beef, Pork, Chicken, and Fish

B. 1 Vegetable Dish

C. 1 Soup

Select One Dish per category (maximum of 3 for Main, 1 Vegetable, and 1 Soup)

Pork Dishes	Chicken Dishes
<input type="checkbox"/> Pork Asado <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx	<input type="checkbox"/> Fried Chicken with gravy <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx
Beef Dishes	Fish / Seafood Dishes
<input type="checkbox"/> Beef Caldereta <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/>	<input type="checkbox"/> Fish Escabeche <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/>
Vegetable Dish	Soup
<input type="checkbox"/> Chopseuy <input type="checkbox"/> Chow Pat Chin <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx	<input type="checkbox"/> Bulalo <input type="checkbox"/> Fish Tinola <input type="checkbox"/> Pork Sinigang <input type="checkbox"/> Xxxx

Dessert:

Select One dessert per meal

Fruits	Pastry	Salad
Example: <input type="checkbox"/> Tropical Fresh Fruit <input type="checkbox"/> Mango Pandan <input type="checkbox"/> Fruit Salad	Example: <input type="checkbox"/> Black Sambo <input type="checkbox"/> Brownie <input type="checkbox"/> Cake	<input type="checkbox"/> Macaroni Salad <input type="checkbox"/> Chicken Salad

Snacks: Select One snack per category (maximum of 2, if AM/PM)

Sandwiches with sides	Burger with sides
<input type="checkbox"/> Clubhouse <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx	<input type="checkbox"/> Cheese Burger with Chips <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx
Pasta with toasted bread	Noodle Dish
<input type="checkbox"/> Carbonara <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx	<input type="checkbox"/> Bihon with Bun <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx <input type="checkbox"/> Xxxx
Pastries or Breads	Native Kakanin (should have 3 variety per serving)
<input type="checkbox"/> Chocolate Cake <input type="checkbox"/> Xxxx	<input type="checkbox"/> Puto <input type="checkbox"/> Biko

Signed by the Service Provider representative: _____