



**REQUEST FOR QUOTATION  
 NP-SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2024-0111 ✓  
 Date : February 5, 2024 ✓

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 12, 2024 at 5:00PM.**

Very truly yours,  
  
**ENGR. EMMANUEL M. EDLES**  
 AO V/Head, Procurement Management Section

**Terms and Conditions:**

1. Award shall be made on per:  item basis  total quoted price  lot basis
2. Quotation validity shall be not less than **60 calendar days.**
3. Good/s or Services shall be delivered **on the specified dates in Annex A**
4. Place of Delivery: **DSWD - AVRC II Activity Center, Labangon, Cebu City** ✓
5. Terms of Payment: **within 30 days from the receipt of billing statement/Sales Invoice**
6. Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
7. 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.
8. Warranty period, if applicable: \_\_\_\_\_

  
**REINAFLOR C. VISTO**  
 Carvasser

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 | DSWD7-2024-0111  
 Date: February 5, 2024

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>Provision of Catering Services</b>				
			<b>73rd DSWD Anniversary Regional Celebration: Opening Salvo</b>				
			<b>Date:</b> February 19, 2024				
1	300	pax	<b>Meal:</b> Lunch (Assisted Buffet)				
2	75	pax	Dinner (Packed)				
3	300	pax	<b>Snacks:</b> AM & PM Snacks (Packed)				
			<b>Venue:</b> DSWD - AVRC II Activity Center, Labangon, Cebu City				
			<b>Menu - Lunch and Dinner:</b>				
			> Rice				
			> Soup				
			> 2 Dishes: (Choices of Beef / Pork / Chicken or Fish)				
			> 1 Dish: Vegetables				
			> Dessert (Choices of Fresh Fruits or Cakes or Salads)				
			> Drinks: (Choices of at least 500ml Bottled Water or 330ml Bottled Natural Juice or 240ml Canned Juice )				
			<i>*No serving of CREAMDORY fish</i>				
			<i>*No serving of BAM-E, PANSIT or BIHON (as viand)</i>				
			<i>*Strictly NO SOFTDRINKS and FLAVORED BOTTLED DRINKS or POWDERED JUICES</i>				
			<b>Menu - AM / PM Snack:</b>				
			> Choices of Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin				
			> Drinks: (Choices of at least 330ml Bottled Natural Juice or 240ml Canned Juice or Hot Chocolate)				
			<i>*Strictly NO SOFTDRINKS and FLAVORED BOTTLED DRINKS or POWDERED JUICES</i>				
			<b>Other Specifications:</b>				
			> Service Provider must attach MENU upon submission of Request for Quotation (RFQ)				
			> AM Snack, Lunch, PM Snack, and Dinner must be delivered at 8:00 AM, 11:00 AM, 2:00 PM, and 5:00 PM respectively				
			> Service Provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track processing of payment				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			> Service Provider must inform the End-User ahead of time for any changes in the Menu prior to delivery				
			> End-User will confirm with the Service Provider at least three (3) days prior to the conduct of activity				
<b>Approved Budget for the Contract: Php 172,500.00</b> ✓				<b>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</b>			
End User: <b>PPD</b> ✓							

**PURPOSE :** Provision of food for the participants of the above-said activity

*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. C. VISTO**  
 Canvasser