



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. : DSWD7-2025-0124, 0125 & 0126 ✓  
 Date February 13, 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 19, 2025 at 4:00PM.**

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 Extension Building 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**  
 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 No.: : DSWD7-2025-0124, 0125 & 0126  
 Date: February 13, 2025

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>Snacks: AM only (Packed)</b> ✓				
			<b>Title of Activity :</b> International AIDS Candlelight Memorial ✓				
1	140	pax ✓	<b>Date :</b> May 18, 2025 ✓				
			<b>Venue :</b> DSWD Extension Building				
			<b>Meals : Lunch (Packed)</b> ✓				
			<b>Snacks: AM &amp; PM (Packed)</b> ✓				
			<b>Title of Activity :</b> Consultation Dialogue in the implementation of the PLHIV Program ✓				
2	31	pax ✓	<b>Date :</b> October 2025 ✓				
			<b>Venue :</b> DSWD Extension Building				
			<b>Snacks: AM only (Packed)</b> ✓				
			<b>Title of Activity :</b> World AIDS Day ✓				
3	138	pax ✓	<b>Date :</b> December 01, 2025 ✓				
			<b>Venue :</b> DSWD Extension Building				
			<b>Lunch Meal</b>				
			> <b>Soup</b> (should be stock or cream - based, with pieces of meat chunks, may be thick / thin / smooth textured)				
			> <b>Rice</b>				
			> <b>3 Main Dishes:</b> Choices of Beef, Pork, Chicken, and Fish				
			> <b>1 Vegetable Dish</b>				
			> <b>Dessert:</b> Choice of Fresh Tropical Fruits or Pastries or Salads				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			> <b>Drinks:</b> (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice / Fresh or 240ml Canned Juice )				
			<b>Snacks (AM and PM)</b>				
			> <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				
			> <b>Drinks:</b> (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				
			<b>Other Specifications:</b>				
			> No serving of CREAMDORY fish				
			> No serving of <b>BAM-E, PANSIT or BIHON (as alternate of one of the main course)</b>				
			> No serving of SODA (Softdrinks), Flavored Bottled Drinks , and Powdered Juices				
			> All drinks delivered should be in the appropriate temperature Cold or Hot.				
			<b>Requirements:</b>				
			> Food must be delivered between 8:00 AM to 9:00 AM for AM snack, 10:00 AM to 11:00 AM for Lunch and 1:00 PM to 2:00 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 Dish (Meat and Chicken) should have <b>atleast 100 grams cooked weight per serving</b> , vegetables should be <b>1 cup per serving</b> , 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.				

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			> Meals should be packaged in a <b>container</b> (material may either be: thick paperboard, polyethylene, polysterene, 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.				
				<b>TOTAL:</b>			
<b>Approved Budget for the Contract: Php 63,400.00</b> ✓				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>PSD- Combased- Family &amp; Community Welfare Programs</b> ✓							

**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

  
\_\_\_\_\_  
**REINADOR C. VISTO**  
Canvasser

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)

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

**Dessert:**

Select One dessert per meal

<b>Fruits</b>	<b>Pastry</b>	<b>Salad</b>
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)

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

Signed by the Service Provider representative: \_\_\_\_\_