



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. : DSWD7-2024-0124  
 Date : February 12, 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 16, 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: RSCC Conference Room, RSCC, Camomot Franza Road Labangon, Cebu
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**  
 Callvasser

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: **DSWD7-2024-0124**  
 Date: **February 12, 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>RSCC GENERAL STAFF MEETING</b> ✓				
1	30 ✓	pax	March 12, 2024 ✓				
2	30 ✓	pax	April 9, 2024 ✓				
3	30 ✓	pax	May 14, 2024 ✓				
4	30 ✓	pax	July 11, 2024 ✓				
			Venue: RSCC Conference Room, RSCC, Camomot Franza Road Labangon, Cebu ✓				
			<b>Lunch Menu:</b>				
			> Rice , > Soup				
			> 2 Main Dishes : (Choices of: Beef / Pork / Chicken or Fish)				
			> 1 Main Dish : Vegetables				
			> Dessert (Choices of: Fruits or Cakes or Salads)				
			> Drinks : (Choices of: at least 240ml Canned Juice or 330ml Bottled Fresh Natural Juices i.e Lemon/Calamansi/Buko/Cucumber etc.				
			<b>AM/PM Snacks:</b>				
			> Variation of : Pasta, Sandwiches, Pastries, Burgers or Native Kakanin				
			> Drinks : Choices of Local Juice : Lemon grass, calamansi, buko, watermelon or cucumber, etc.				
			No serving of <b>CREAMDORY</b> fish				
			No serving of <b>BAM-E, PANSIT</b> or <b>BIHON</b> (as viand)				
			Strictly <b>NO SOFTDRINKS</b>				
			<b>Manner of Serving Food:</b> Lunch should be served as Buffet ✓				
			<b>Other Specifications:</b>				
			> Service provider must attached MENU upon submission of Request for Quotation (RFQ). ✓				
			> Food must be delivered between 10:00 AM to 11:00 AM.for Lunch ✓				
			> Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments.				

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 the delivery.				
			> End-user will inform the service provider at least three (3) days prior to the conduct of the activity.				
<b>Approved Budget for the Contract: Php 60,000.00</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>PSD / RSCC</b> ✓							

**PURPOSE :** For provision of food for the RSCC staff during General Staff 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**  
Cavasser