



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. : DSWD7-2022-0137  
 Date : February 10, 2022

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/Business Permit, Philgeps Registration Number upon submission of quotation. An Omnibus Sworn Statement (OSS) shall be required prior to award for ABC above Php50,000.00.**

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; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **February 15, 2022 at 5:00PM.**

Very truly yours,

*[Signature]*  
**ROSARIO P. BACONG**

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: Bohol Regional Warehouse, C. Jimenez Street, Mansasa, Tagbilaran City, Bohol
5. Terms of Payment: within 30 days after completion of delivery and receipt of complete billing documents.
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: \_\_\_\_\_

*[Signature]*  
**HENRIETTA E. HORA**  
 Canvasser

I am interested to quote and agree to the terms and conditions.





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

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 PHIGEPS Registration No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_

RFQ No.: **DSWD7-2022-0137**  
 Date: **February 10, 2022**

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>							
1	900	pax	<b>Packed Meals</b>				
			2 servings of rice				
			1 serving of meat (pork/beef/poultry/fish)				
			1 serving of vegetables				
			1 bottle of water, 500ml				
			1 slice of fruit/sweet (desserts)				
			Quantity of packed meals varies everyday a per request / need arises				
			<b>Delivery period:</b>				
			February 2022 until the contract amount is consumed				
			<b>Place of Delivery.</b>				
			<b>Bohol Regional Warehouse</b>				
			<b>C. Jimenez Street, Mansasa</b>				
			<b>Tagbilaran City, Bohol</b>				

Approved Budget for the Contract: Php 180,000.00

Requesting User: **DISASTER RESPONSE MANAGEMENT DIVISION (DRMD)**

Project Title: **Provision of meal for Volunteers in Bohol Warehouse for the repacking of Family Food Packs in relation to Disaster Operation**

"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.

Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

Signature of Supplier/Service Provider/Authorized Representative  
over Printed Name

*Henrietta E. Hora*  
**HENRIETTA E. HORA**  
 Canvasser