



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

RFQ No. : DSWD7-2021-0146

Date : February 1, 2021

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, Philgeps registration number, Omnibus Sworn Statement for ABC above Php50,000.00, Income Tax Return for ABC above Php500,000.00 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 5, 2021 at 5:00PM.**

Very truly yours,


ROSARIO P. BACONG

AO VI/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: **RLRC Conference Room, DSWD FO VII, Carreta 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: _____


REINA FLOR 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



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

RFQ No.: **DSWD7-2021-0146**
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 TIN: _____

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	12	pax	PROVISION OF CATERING SERVICES (PACKED MEAL AND SNACKS) Title: Information Communication Technology Section Meeting For Cy 2021 Date: February 19, 2021				
2	12	pax	Date: March 18, 2021				
3	12	pax	Date: April 23, 2021				
4	12	pax	Date: May 21, 2021				
5	12	pax	Date: June 25, 2021				
6	12	pax	Date: July 23, 2021				
7	12	pax	Date: August 27, 2021				
8	12	pax	Date: September 24, 2021				
9	12	pax	Date: October 22, 2021				
10	12	pax	Date: November 19, 2021				
			Venue: RLRC Conference Room, DSWD FO VII				
			Details: Meals-Packed Lunch, AM Snack & PM Snack				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Packed Lunch: Rice, 3 main dishes (choices of vegetable, fish, chicken and pork/bee), dessert (preferably fruits) and bottled water.				
			Packed AM/PM Snacks: Variation of pasta, bread, native snacks and canned juice				
Approved Budget for the Contract: Php60,000.00							
Charge to:							
End User: PPD - Information Communication Technology Section							
PURPOSE : Provision of Food during the conduct of Information Communication Technology Section Meeting For Cy 2021							

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


REINALDOR C. VISTO
 Canvasser

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