



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. : DSWD7-2024-0224-A ✓

Date : March 1, 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 **March 5, 2024 at 5:00PM.** ✓

Very truly yours,

ENGR. EMMANUEL M. EDLES

AO V/Head, Procurement Management Section

Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Quotation validity shall be not less than **60 calendar days.**
- Good/s or Services shall be delivered **on the specified dates in Annex A**
- Place of Delivery: **Within Cebu City**
- Terms of Payment: **within 30 days from the receipt of billing statement/Sales Invoice**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- 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.
- Warranty period, if applicable: _____

REINAFLORE 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

DSWD7-2024-0224-Arcv



Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact No.: _____
 PhilGEPS Registration No.: _____
 TIN: _____

RFQ I **DSWD7-2024-0224-A**
 Date: **March 1, 2024**

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Provision of Catering Services ✓				
1	220 ✓	pax	Lunch, AM and PM Snacks ✓				
			Title of Activity: Kick-off MOA Signing ✓				
			Date of Activity: March 8, 2024 ✓				
			AM Snacks as the first provision and PM Snacks as the last provision ✓				
			Venue: Within Cebu City ✓				
			Details: Should be served in guided buffet for Lunch and snacks individual served ✓				
			Lunch Menu: Php. 300.00				
			> Rice				
			> 2 Main Dish : (Choices of: Beef / Pork / Chicken / Fish)				
			> include 1 Vegetable dish; include SOUP				
			> Dessert (Choice of Assorted Fruits, Salads or Cakes				
			> Drinks : (Choices of: at least 500 ml Bottled Water, 240ml Canned Juice or 330ml Bottled Natural Juice)				
			<i>No serving of BAM-E, PANSIT or BIHON (as viand)</i>				
			Strictly NO SOFTDRINKS & FLAVORED B / POWDERED JUICES				
			AM/PM Snacks: Php 100.00 per snack				
			> Variation of Pasta, Noodles, Pastries, Native Kakanin, i.e Suman, puto, Biko, etc., Sandwiches, i.e. Tuna / Ham & Cheese / Egg with vegetables, etc. or Burgers i.e. Beef / Chicken / Ham with vegetables, etc.				
			> Drinks : (Choices of: at least 500 ml Bottled Water, 240ml Canned Juice or 330ml Bottled Natural Juice or Coffee/hot Choco)				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS				
			* Please specify name of dishes				
			Other Specifications:				
			> Service provider must attached MENU upon submission of Request for Quotation (RFQ).				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			> Food must be delivered at 9:00 AM for AM Snack and 11:00AM for Lunch and also Provision of Tables and Chair (Tiffany) ✓				
			> Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments. ✓				
			> 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 meeting. ✓				
Approved Budget for the Contract: Php 110,000.00 ✓				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:	ORD-STU Tara, Basa ✓						
PURPOSE : Provision of food for the Kick-off MOA signing.							

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