



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. : DSWD7-2023-0230
 Date : June 6, 2023

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 **June 13, 2023 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: DSWD-AVRC II, Labangon, 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: _____

REINAFLO R. 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: _____

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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				
			<i>Title of Activity : Mental Health Awareness Week</i>				
1	90	pax	Date : October 9, 2023 AM (Packed) 100.00 per pax				
2	90	pax	October 10,2023 AM (Packed) 100.00 per pax				
3	90	pax	October 11,2023 AM (Packed) 100.00 per pax				
4	90	pax	October 12,2023 AM (Packed) 100.00 per pax				
5	90	pax	Date :October 13, 2023 Lunch & PM Snacks (Packed) 400.00 per pax				
			Venue : DSWD -AVRC II, Labangon, Cebu City				
			Lunch Menu :				
			>Rice				
			>Soup				
			>2 Dishes: (Choice of beef / Pork / Chicken or Fish)				
			>1 Dish: Vegetables				
			>Dessert (Choice of: Fruits or Cakes or Salads				
			> Drinks (Choices of: at least 500 ml bottled natural juice, or 240 ml canned juice				
			No serving of CREAMDORY FISH				
			No serving of BAM-E, PANSIT OR BIHON (as viand)				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDERED JUICES				
			AM / PM Snacks				
			>Choices of Paste, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin				
			>Drinks: (Choice of at least: 330 ml bottled natural juice pr 240 ml Canned Juice or Hot Chocolate)				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES				
			Other Specifications:				
			> Service provider must attached MENU upon submission of Request for Quotation (RFQ).				
			> Food must be delivered between 9:00 AM to 11:00 AM.				
			> 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 72,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:	PSD / AVRC II						
PURPOSE :	Provision of food for the participants of the field activities.						

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

REINAFLORES C. VISTO
Canvasser

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