



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. : DSWD7-2024-0230 /

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 6, 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: **DSWD FO VII, MJ. Cuenco Avenue, Gen. Maxilom, Carreta / Cebu Warehouse, 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: _____

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

DSWD7-2023-0230rcv



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

RFQ **DSWD7-2024-0230**
 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 for the conduct of the following activities				
			Venue: DSWD FO VII, M.J. Cuenco Avenue, Gen.Maxilom, Carreta / Cebu Warehouse, Labangon, Cebu City				
			Meals: Packed Lunch (Php.300.00)				
			Snacks: AM (Php. 100.00) & PM (Php. 100.00) (Packed)				
1			I. Activity: Conduct of Disaster Response Management Division Meeting				
	36	pax	Dates: April 19, 2024				
	36	pax	Dates: June 21, 2024				
	36	pax	Dates: August 23, 2024				
	36	pax	Dates: October 18, 2024				
	36	pax	Dates: December 20, 2024				
2			II. Activity: Conduct of Disaster Response Management Division RPMO Meeting				
	23	pax	Dates: July 26, 2024				
	23	pax	Dates: November 10, 2024				
			Venue: DSWD FO VII, M.J. Cuenco Avenue, Gen.Maxilom, Carreta / Cebu Warehouse, Labangon, Cebu City				
			Meals: Packed Lunch				
			Snacks: PM Snacks (Packed)				
3			III. Activity: Conduct of Disaster Response Rehabilitation Section Monthly Meeting				
	10	pax	Dates: April 16, 2024				
	10	pax	Dates: June 18, 2024				
	10	pax	Dates: August 20, 2024				
	10	pax	Dates: October 15, 2024				
	10	pax	Dates: December 10, 2024				
4			IV. Activity: Conduct of Disaster Regional Resource Operation Section Monthly Meeting				
	15	pax	Dates: April 18, 2024				
	15	pax	Dates: August 15, 2024				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
	15	pax	Dates: October 17, 2024				
	25	pax	Dates: June 20, 2024				
	25	pax	Dates: December 19, 2024				
5			V. Activity: Conduct of RRP/ Climate Change Adaptation and Mitigation Meeting				
	20	pax	Dates: March 22, 2024				
	20	pax	Dates: May 24, 2024				
	20	pax	Dates: July 26, 2024				
	20	pax	Dates: September 27, 2024				
6			VI. Activity: Conduct of Disaster Response Information Management Section Meeting				
	10	pax	Dates: April 5, 2024				
	10	pax	Dates: June 14, 2024				
	10	pax	Dates: October 11, 2024				
	10	pax	Dates: December 13, 2024				
			<u>Lunch Menu:</u>				
			> Rice				
			> Soup				
			> 2 main dishes (choices of Beef/Pork/Chicken/Fish (fish is not cream dory)				
			> 1 main dish : Vegetables				
			> Fruits and Dessert (fruit salad, macaroni salad, vege.salad and the like)				
			> Drinks: Canned Juice/ Natural Juices like calamansi, lemon grass or buko				
			<u>AM / PM Snacks:</u>				
			> Variation of Pasta, Sandwiches and Pastries, Native Kakanin, Burgers and Canned Juice/ Natural Juices like calamansi, lemon grass or buko (juice container: not in disposable bottle)				
			Strictly NO SOFTDRINKS and C2				
			<u>Other Specs:</u>				
			> Service provider will provide Menu upon completion of the RFQ.				
			> Service provider must be with in Cebu City				
			> Service provider must follow the selected menu (based from the menu provided) by the end-user and inform them at hand for any changes prior to delivery.				

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 : AM Snacks(10AM); Lunch (11:00AM) and PM Snacks(2:30PM) /				
			> Service provider must submit the Statement of Account on the day of the delivery. /				
Approved Budget for the Contract: Php 229,000.00 /				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: DISASTER RESPONSE MANAGEMENT DIVISION /							
PURPOSE : For provision of food for the participants of the activity							

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
Canvasser