



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. : DSWD7-2023-0260  
 Date : May 4, 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 **May 11, 2023 at 5:00PM.**

Very truly yours,

**ENGR. EMMANUEL M. EDLES**  
 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: 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: \_\_\_\_\_

**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: \_\_\_\_\_

RFQ DSWD7-2023-0260  
 Date May 4, 2023

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 1 SNACKS AND 1 MEAL</b>				
			<i>Title of Activity : Birth and Civil Registration of Children and Families in Street Situations</i>				
1	420	pax	Date : September 22, 2023				
2	100	pax	Date : October 13, 2023				
			Venue : Cebu City				
			<b>Meal: Lunch ( Packed)</b>				
			>Rice				
			>Soup				
			>2 Main Dish: ( Choice of beef / Pork / Chicken or Fish)				
			>1 Main Dish: Vegetables				
			>Dessert ( Choice of: Fruits or Cakes or Salads				
			> Drinks ( Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice, or 240 ml Canned Juice				
			No serving of CREAMDORY FISH				
			No serving of BAM-E, PANSIT OR BIHON (as viand)				
			Strickly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDERED JUICES				
			<b>PM Snacks: Packed</b>				
			>Variation of Paste, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin				
			> Drinks ( Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice, or 240 ml Canned Juice				
			Strickly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS				
			<b>Other Specifications:</b>				
			> Service provider must attached MENU upon submission of Request for Quotation (RFQ).				
			> Item must be in good quality, free from abnormal discoloration, foul smelling and molds, safe and suitable for human consumption				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			> Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments.				
			> To avoid shortage during the delivery, supplier must bring extra quantity of the item				
			> Service provider must follow the selected menu by the End-user and inform them at hand for any changes prior to the delivery.				
<b>Approved Budget for the Contract: Php 208,000.00</b>				<b>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</b>			
End User: <b>ORD-STU</b>							

**PURPOSE :** 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