



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. : DSWD7-2023-0270  
 Date : March 7, 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 **March 13, 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: DSWD-AVRC II, Labangon, 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: \_\_\_\_\_

  
**REINAFLOR 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



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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
			<b>PROVISION OF CATERING SERVICES (Lunch and AM/PM Snacks )</b>				
			<b>Gender and Development Seminar for Clients</b>				
1	65	pax	March 22, 2023				
			<b>Recollection Activity</b>				
2	90	pax	March 28, 2023				
			Venue : DSWD-AVRC II, Labangon, Cebu City				
			<b>Lunch Packed Menu: ( Php 300.00 meal)</b>				
			> Rice , > Soup				
			> 2 Main Dishes : (Choices of: Beef / Pork / Chicken or Fish)				
			> 1 Dish : Vegetables				
			> Dessert (Choices of: Fruits or Cakes or Salads)				
			> Drinks : (Choices of: at least 500ml Bottled Water or 330ml Bottled Natural Juice or 240ml Canned Juice )				
			No serving of <b>CREAMDORY</b> fish				
			No serving of <b>BAM-E, PANSIT or BIHON</b> (as viand)				
			<b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS &amp; POWDER JUICES</b>				
			<b>AM/PM Snacks:</b>				
			> Choices of : Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin				
			> Drinks : (Choice of at least: 330ml Bottled Natural Juice or 240ml Canned Juice )				
			<b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS</b>				
			<b>Other Specifications:</b>				
			> Service provider must attached <b>MENU</b> 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 the activity.				
<b>Approved Budget for the Contract: Php 77,500.00</b>							
End User: <b>PSD / AVRC II</b>				<b>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</b>			

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

  
**REINALOR C. VISTO**  
Canvasser