



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. : DSWD7-2024-0273
Date : March 11, 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 15, 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 Carreta 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. 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

DSWD7-2024-0273rcv



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

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

RFQ I **DSWD7-2024-0273** ✓
Date: **March 11, 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 Meal and 1 Snacks ✓				
			Title of Activity : Designated Finance Officers Monthly Meeting ✓				
1	45 ✓	pax	Date/s : April 5, May 10, June 14, July 12, August 9, Septemebr 13, October 11, November 15 & December 6, 2024				
			Php. 400.00 x 9 meetings ✓				
			Venue : DSWD FO VII ✓				
			Meals : Lunch and PM Snacks ✓				
			<u>Lunch Menu:</u>				
			> Rice , > Soup ✓				
			> 2 Main Dish : Choices of Beef / Pork / Chicken or Fish ✓				
			> 1 Dish : Vegetable ✓				
			> Dessert (Choices of: Fruits or Salads) ✓				
			> Drinks : (Choice of: at least 240ml Canned Juice) ✓				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS ✓				
			No serving of BAM-E, PANSIT or BIHON as VIAND ✓				
			No serving of CREAMDORY fish ✓				
			<u>PM Snacks:</u> ✓				
			> Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers, Native Kakanin ✓				
			> Drinks : (Choice of: at least 240ml Canned Juice) ✓				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS ✓				
			<u>Other Specifications:</u>				
			> Service provider must provide MENU upon submission of Request for Quotation (RFQ). ✓				
			> Food must be delivered between 11AM to 12NN for Lunch and 3PM to 4PM for PM Snacks. ✓				

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.				
			> 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 162,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:	FMD						
PURPOSE : Provision of food for the Designated Finance Officers Monthly Meeting							

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