



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. : DSWD7-2024-0283 /
Date : March 12, 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 18, 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: **SM Seaside City Cebu, City Wing /**
- 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



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Field Office VII, Cebu City

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 Company Address: _____
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 TIN: _____

RFQ | **DSWD7-2024-0283** ✓
 Date: **March 12, 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 ✓ | | | | |
| | | | Title of Activity : 4Ps Women's March ✓ | | | | |
| 1 | 473 ✓ | pax | March 22, 2024 Friday ✓ PACKED PM SNACK Should be served by 2 pm | | | | |
| 2 | 473 ✓ | pax | PACKED DINNER ✓ Should be served by 4:30 pm or after the end of the program | | | | |
| | | | Venue: SM Seaside City Cebu, City Wing ✓ | | | | |
| 3 | 270 ✓ | pax | Chairs Rental Fee: Type: Semo Chairs or Monobloc Chairs with covers ✓ | | | | |
| | | | Menu: Dinner: Rice, 1 vegetable dish, 2 main dishes (pork, fish, chicken, and beef) Dessert (choice of fresh fruits, fruit salad, or pastries like cake) and natural juices PM Snacks: Variation of pasta, bread, pastries, burgers, pizza, native snacks, and natural/local juice (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber, etc.) Others: Service Provider shall attach a menu for the inclusive dates upon the submission of RFQ. The supplier should coordinate with the end-user on the delivery and distribution of the food during the event. ✓ | | | | |
| | | | Requirement/Inclusions: Should also provide black plastic bag for waste disposable. ✓ 270 chairs to be rented as additional chairs to be used during the event. The Ingress will be a night before the event (9 pm onwards). ✓ Preference would be a supplier from any tenants of SM Seaside City Cebu as the host venue. ✓ | | | | |
| Approved Budget for the Contract: Php 200,000.00 ✓ | | | | "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. | | | |
| End User: | | ORD-SMU ✓ | | | | | |
| PURPOSE : Provision of food for the 4Ps Women's March. ✓ | | | | | | | |

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

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

REINAFLORE C. VISTO
Canvasser