



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. : DSWD7-2023-0299
Date : March 8, 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 14, 2023 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-RRCY, Candabong, Argao, Cebu**
- 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: _____


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



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

RFQ DSWD7-2023-0299
 Date March 8, 2023

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 : Quarterly General Staff Meeting				
1	40	pax	Date: March 22, 2023				
	40	pax	June 14, 2023				
	40	pax	Sept. 13, 2023				
	40	pax	December 6, 2023				
			Meal: Lunch (Buffet) (Php. 300.00)				
			Snacks: AM & PM (Packed Individually) (Php. 100.00 per snacks)				
			Venue: DSWD-RRCY, Candabong, Argao, Cebu				
			LUNCH Menu: Rice, Soup, 3 main dishes (vegetable, pork, fish, chicken and beef)				
			Dessert: Choices of: fresh fruits, fruit salad or pastries like cake				
			Drinks: Choices of at least: 500ml Bottled Water, 330ml Bottled Natural Juice or 240ml Canned Juice				
			<i>No serving of Creamdory fish No serving of Bam-e, Pansit or Bihon (as viand) Strictly no softdrinks and flavored bottled drinks and powdered juices</i>				
			AM/PM Snacks: Variation of pasta, bread, pastries, burger, pizza or native snacks				
			Drinks: Choices of at least: 500ml Bottled Water, 330ml Bottled Natural Juice or 240ml Canned Juice				
			Title of Activity : RRCY VII Anniversary				
2	140	pax	Date: May 18, 2023				
			Meal: Lunch (Buffet) (Php. 300.00)				
			Snacks: AM (Packed Individually) (Php. 100.00)				
			Venue: DSWD-RRCY, Candabong, Argao, Cebu				
			LUNCH Menu: Rice, Soup, 3 main dishes (vegetable, pork, fish, chicken and beef)				
			Dessert: Choices of: fresh fruits, fruit salad or pastries like cake				
			Drinks: Choices of at least: 500ml Bottled Water, 330ml Bottled Natural Juice or 240ml Canned Juice				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<i>No serving of Creamdory fish No serving of Bam-e, Pansit or Bihon (as viand) Strictly no softdrinks and flavored bottled drinks and powdered juices</i>				
			AM Snacks: Variation of pasta, bread, pastries, burger, pizza or native snacks				
			Drinks: Choices of at least: 500ml Bottled Water, 330ml Bottled Natural Juice or 240ml Canned Juice				
			Title of Activity : Mid-Year PREW				
3	43	pax	June 7, 2023				
	43	pax	June 8, 2023				
			Meals: Lunch & Dinner (Buffet) (Php 300.00 per meal)				
			Snacks AM & PM (Packed Individually) (Php 100.00 per Snacks)				
			Venue: DSWD-RRCY, Candabong, Argao, Cebu				
			Lunch and Dinner Menu : Rice, Soup, 3 main dishes (vegetable, pork, fish, chicken and beef				
			Dessert: Choice of fresh fruits, fruit salad or pastries like cake				
			Drinks -(choices of at least 500 ml bottled ater or 330 ml Bottled Natural Juice or 240 ml Canned Juice)				
			<i>No serving of Creamdory fish No serving of Bam-e, Pansit or bihon (as viand) Strictly no softdrinks and flavored bottled drinks and powdered juices</i>				
			AM/PM Snacks Variation of Pasta, bread, pastries, Burger, pizza, native snacks				
			Drinks -(choice of at least 500 ml bottled ater or 330 ml Bottled Natural Juice or 240 ml Canned Juice)				
			Title of Activity : Year-End PREW				
4	43	pax	November 15, 2023				
	43	pax	November 16, 2023				
			Meals: Lunch & Dinner (Buffet) (Php 300.00 per meal)				
			Snacks AM & PM (Buffet) (Php 100.00 per Snacks)				
			Venue: DSWD-RRCY, Candabong, Argao, Cebu				
			Menu: Lunch & Dinner - Rice, Soup, 3 main dishes (vegetable, pork, fish, chicken and beef				
			Dessert: Choice of fresh fruits, fruit salad or pastries like cake				
			Drinks -(Choices of at least 500 ml bottled water or 330 ml Bottled Natural Juice or 240 ml Canned Juice)				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			No serving of Creamdory fish No serving of Bam-e, Pansit or bihon (as viand) Strictly no softdrinks and flavored bottled drinks and powdered juices				
			AM/PM Snacks Variation of Pasta, bread, pastries, Burger, pizza, native snacks				
			Drinks -(Choices of at least 500 ml bottled water or 330 ml Bottled Natural Juice or 240 ml Canned Juice)				
			Title of Activity: Basic Life Support and First Aid Training				
5	60	pax	First Batch - July 11, 2023				
	60	pax	July 12, 2023				
	60	pax	Second Batch - July 13, 2023				
	60	pax	July 14, 2023				
			Meals: Lunch (Buffet) (Php 300.00)				
			Snacks AM & PM (Buffet) (Php 100.00 per Snacks)				
			Venue: DSWD-RRCY, Candabong, Argao, Cebu				
			Menu: Lunch - Rice, Soup, 3 main dishes (vegetable, pork, fish, chicken and beef				
			Dessert: Choice of fresh fruits, fruit salad or pastries like cake				
			Drinks -(choice of at least 500 ml bottled water or 330 ml Bottled Natural Juice or 240 ml Canned Juice)				
			No serving of Creamdory fish No serving of Bam-e, Pansit or bihon (as viand) Strictly no softdrinks and flavored bottled drinks and powdered juices				
			AM/PM Snacks Variation of Pasta, bread, pastries, Burger, pizza, native snacks				
			Drinks -(choice of at least 500 ml bottled water or 330 ml Bottled Natural Juice or 240 ml Canned Juice)				
			Others: Service Provider shall attach menu for the inclusive dates upon the submission of RFQ Food must be delivered between 9 am - 11 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 3 days prior to the conduct of meeting				
Approved Budget for the Contract: Php 393,600.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: RRCY							

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


REINARD C. VISTO
Canvasser