



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. : DSWD7-2024-0300

Date : March 13, 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](mailto: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:

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: **Government Command and Control Center, B/Gen Benito N. Ebuena Air base, Sangi Road, Brgy. Pajo, Lapu-Lapu City Cebu 6015**

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: \_\_\_\_\_

**REINAFLORE 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

DSWD7-2023-0300rcv



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 Contact No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_

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 for the conduct of the following activities</b>				
			Venue: Government Command and Control Center, B/Gen Benito N. Ebuena Air base, Sangi Road, Brgy. Pajo, Lapu-Lapu City Cebu 6015				
			Meals: Packed Lunch				
			Snacks: AM & PM (Packed)				
			<b>I. Activity: Conduct of Quarterly Disaster Response Cluster Meeting</b>				
1	25	pax	Dates: June 18, 2024				
2	25	pax	Dates: September 17, 2024				
3	25	pax	Dates: December 3, 2024				
			<b>II. Activity: Conduct of CCCM &amp; IDP &amp; FNFI Cluster Meeting</b>				
1	25	pax	Dates: June 14, 2024				
2	25	pax	Dates: September 13, 2024				
3	25	pax	Dates: November 15, 2024				
			<b>Lunch Menu:</b>				
			> Rice				
			> Soup				
			> 2 main dishes (choices of Beef/Pork/Chicken/Fish (fish is not cream dory))				
			> 1 main dish : Vegetables				
			> Fruits and Dessert (fruit salad, macaroni salad, vege. salad and the like)				
			> Drinks: Canned Juice/ Natural Juices like calamansi, lemon grass or buko				
			> One round of Coffee with creamer and sugar (cup and stirrer)				
			<b>AM / PM Snacks:</b>				
			> Variation of Pasta, Sandwiches and Pastries, Native Kakanin, Burgers and Canned Juice/ Natural Juices like calamansi, lemon grass or buko (juice container: not in disposable bottle)				
			<b>Strictly NO SOFTDRINKS and C2</b>				
			<b>Other Specs:</b>				



Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			> Service provider will provide Menu upon completion of the RFQ.				
			> Service provider must be with in Cebu				
			> Service provider must follow the selected menu (based from the menu provided) by the end-user and inform them at hand for any changes prior to delivery.				
			> Food must be delivered : <b>AM Snacks(10AM); Lunch (11:00AM) and PM Snacks(2:30PM)</b>				
			> Service provider must submit the Statement of Account on the day of the delivery.				
Approved Budget for the Contract: Php 75,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:	DISASTER RESPONSE MANAGEMENT DIVISION						
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

\_\_\_\_\_  
**REINAFLO R. C. VISTO**  
Canvasser