



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. : DSWD7-2023-0353-A  
 Date : April 05, 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 **April 12, 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



Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_

RFQ DSWD7-2023-0353-A  
 Date April 05, 2023

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</b>				
1			<b>Title of Activity :</b> Managing Burnout and Compassion Fatigue/ Understanding Stress Response Cycle and Compassion Fatigue				
			<b>Date :</b> April 26, 2023				
	39	pax	<b>Meals :</b> Lunch (Packed) Php. 300.00				
	39	pax	<b>Snacks :</b> AM/PM (Packed) Php. 100.00 per snack				
2			<b>Title of Activity :</b> Conflict Management				
			<b>Date:</b> May 10, 2023				
	50	pax	<b>Meals :</b> Lunch (Packed) Php. 300.00				
	50	pax	<b>Snacks :</b> AM/PM (Packed) Php. 100.00 per snack				
			<b>Date :</b> November 08, 2023				
	50	pax	<b>Meals :</b> Lunch (Packed) Php. 300.00				
	50	pax	<b>Snacks :</b> AM/PM (Packed) Php. 100.00 per snack				
			Venue: DSWD - AVRC II, Labangon, Cebu City				
			<b><u>Lunch or Dinner Menu:</u></b>				
			> Rice				
			> Soup				
			> 2 Dishes : (Choices of: Beef / Pork / Chicken or Fish)				
			> 1 Dish : Vegetables				
			> Dessert (Choices of: Fruits or Cakes or Salads)				
			> Drinks : (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice or 240ml Canned Juice )				
			<i>No serving of CREAMDORY fish</i>				
			<i>No serving of BAM-E, PANSIT or BIHON (as viand)</i>				
			<b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS &amp; POWDER JUICES</b>				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<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 or Hot Chocolate )				
			<b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS &amp; POWDER JUICES</b>				
			<b>Other Specifications:</b>				
			> Service provider must attached MENU 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 meeting.				
Approved Budget for the Contract: Php 69,500.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: PSD / AVRC II							
<b>PURPOSE :</b> 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

  
**REINAFLOR C. VISTO**  
\_\_\_\_\_  
Cavasser