



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. : DSWD7-2025-0367 ✓

Date : March 20, 2025

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

Sir/Madam:

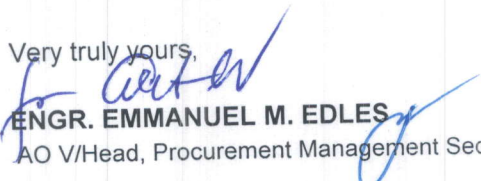
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures 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 26, 2025 at 4:00PM.**

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, MJ. Cuenco Avenue, Gen. Maxilom, 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. VISTO
Cavasser

I am interested to quote and agree to the terms and conditions.

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



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

RFQ | **DSWD7-2025-0367** ✓
Date: **March 20, 2025**

Company Name: _____
 Company Address: _____
 Contact Person: _____
 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
Provision of Catering Services							
Meals : Breakfast, Lunch and Dinner (Packed)							
Snacks: AM & PM (Packed)							
Title of Activity : Meetings with GASSG Staff CY 2025 ✓							
1	25	pax	Date : March 31, 2025 ✓				
2	25	pax	April 11, 2025 ✓				
3	25	pax	May 7, 2025 ✓				
4	25	pax	June 4, 2025 ✓				
5	25	pax	July 2, 2025 ✓				
6	25	pax	August 6, 2025 ✓				
7	25	pax	September 3, 2025 ✓				
8	25	pax	October 1, 2025 ✓				
9	25	pax	November 5, 2025 ✓				
10	25	pax	December 3, 2025 ✓				
Venue : DSWD FO VII ✓							
Lunch Meal							
> Soup (should be stock or cream - based, with pieces of meat chunks, may be thick / thin / smooth textured)							
> Rice							
> 3 Main Dishes: Choices of Beef, Pork, Chicken, and Fish							
> 1 Vegetable Dish							
> Dessert: Choice of Fresh Tropical Fruits or Pastries or Salads							
> Drinks: (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice / Fresh 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
			Snacks (AM and PM)				
			<p>> <i>Choice of any of the following:</i></p> <p>(a) Sandwiches with sides (Clubhouse or similar with in size)</p> <p>(b) Burgers with sides</p> <p>(c) Pasta with toasted bread / bun (Pasta should be 1 cup)</p> <p>(d) Noodle Dish (e.g. Pancit/Bihon)</p> <p>(e) Breads / Pastries - should provide appropriate portion size per serving</p> <p>(f) Native Kakanin - should provide atleast 3 variety per serving</p>				
			<p>> Drinks: (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural / Fresh Juice or 240ml Canned Juice); for native kakanin, may be paired with either hot chocolate or coffee</p>				
			Other Specifications:				
			> No serving of CREAMDORY fish				
			> No serving of BAM-E, PANSIT or BIHON (as alternate of one of the main course)				
			> No serving of SODA (Softdrinks), Flavored Bottled Drinks , and Powdered Juices				
			> All drinks delivered should be in the appropriate temperature Cold or Hot.				
			Requirements:				
			> Food must be delivered between 9:00 AM to 10:00 AM for AM snack, 11:00 AM to 12:00 PM for Lunch				
			> Service provider should attached MENU (with dish choices) upon submission of Request for Quotation (RFQ) for the end-user to select/choose.				
			> Main Dish (Meat and Chicken) should have atleast 100 grams cooked weight per serving , vegetables should be 1 cup per serving , dessert should be of proportionate serving.				
			> End-user should inform the service provider of the final menu at least (5) days prior to the conduct of the meeting / activity. And any changes will immediately be coordinated.				
			> Service provider should not make any changes on the final menu / food choices without the approval of the end-user.				
			> Meals should be packaged in a Food Trays to Share (material may either be: thick paperboard, polyethylene, polysterene, polyvinyl chloride or PVC) that is sturdy, leak and spill-proof, (<i>with partitions, if applicable</i>) . Soup and dessert should be in a separate container.				

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.				
				TOTAL:			
Approved Budget for the Contract: Php 137,500.00 ✓				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:	ADMIN/GSS ✓						

PURPOSE : Provision of food for the participants of 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

REINAFLO R. VISTO
 Canvasser