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. : DSWD7-2024-0374
Date : **March 25, 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 **April 2, 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: **AVRC II Compound, Camomot Franza Road Labangon Cebu City (Cebu Warehouse)**
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

Procurement Form No. 04-A (Annex A)

Annex A

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

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

RFQ I **DSWD7-2024-0374**
Date: **March 25, 2024**

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Provision of Food for Disaster Operations for Cebu Province				
			Delivery Period: March 2024 or until quantity of meals is exhausted				
			Venue : AVRC II Compound, Camomot Franza Road Labangon Cebu City (Cebu Warehouse)				
1	1,000	pax	**Packed Meals** 2 serving of rice 2 serving of meat (pork/beef/poultry/fish) 1 bottle of water - 500ml 1 serving of soup 1 slice of fruit/cake/salad(desserts)				
			Other specification : • No Softdrinks • No serving of pancit as main dish • Quantity of packed meals to be served varies per day or as required • Service provider will provide Menu upon completion of the RFQ • 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.				

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:	**DISASTER RESPONSE MANAGEMENT DIVISION**	
PURPOSE :	**Food for volunteers, staff and partners in response to Disaster Operations**	

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
Canvasser