



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. : DSWD7-2024-0456
 Date : April 11, 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 16, 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: **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: _____

REINAFLO 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 **DSWD7-2024-0456**
 Date **April 11, 2024**

| 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 | | | | | | | |
| <i>Title of Activity : Job Search Seminar / Employment Readiness Seminar</i> | | | | | | | |
| 1 | 55 | pax | <i>Date : April 26, 2024</i> | | | | |
| | | | <i>Meals : Lunch (Packed)</i> | | | | |
| | | | <i>Snacks : AM (Packed)</i> | | | | |
| <i>Title of Activity : SSS and Philhealth Orientation</i> | | | | | | | |
| 2 | 55 | pax | <i>Date : April 30, 2024</i> | | | | |
| | | | <i>Meals : Lunch (Packed)</i> | | | | |
| | | | <i>Snacks : AM (Packed)</i> | | | | |
| <i>Title of Activity : Labor Laws and Safety and Health in a Workplace Seminar</i> | | | | | | | |
| 3 | 55 | pax | <i>Date : May 10, 2024</i> | | | | |
| | | | <i>Meals : Lunch (Packed)</i> | | | | |
| | | | <i>Snacks : AM (Packed)</i> | | | | |
| <i>Title of Activity : Employers Sensitivity Training and Simulation (1st Sem)</i> | | | | | | | |
| 4 | 27 | pax | <i>Date : May 31, 2024</i> | | | | |
| | | | <i>Meals : Lunch (Packed)</i> | | | | |
| | | | <i>Snacks : AM & PM (Packed)</i> | | | | |
| <i>Title of Activity : Small Business Management</i> | | | | | | | |
| 5 | 55 | pax | <i>Date : June 14, 2024</i> | | | | |
| | | | <i>Meals : Lunch (Packed)</i> | | | | |
| | | | <i>Snacks : AM (Packed)</i> | | | | |
| <i>Title of Activity : BSP Orientation (Opening of Bank Account & other services)</i> | | | | | | | |
| 6 | 55 | pax | <i>Date : July 19, 2024</i> | | | | |
| | | | <i>Meals : Lunch (Packed)</i> | | | | |
| | | | <i>Snacks : AM (Packed)</i> | | | | |
| <i>Title of Activity : Basic Customer Service Seminar</i> | | | | | | | |
| 7 | 55 | pax | <i>Date : August 9, 2024</i> | | | | |
| | | | <i>Meals : Lunch (Packed)</i> | | | | |
| | | | <i>Snacks : AM (Packed)</i> | | | | |

| Item No. | Qty. | Unit | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|---|-------|------|--|--|-------------------------|-----------|------------|
| Title of Activity : Semestral Meeting of AVRC II Alumni Association/Cooperative Officers Meeting ✓ | | | | | | | |
| 8 | 20 ✓ | pax | Date : June 19, 2024 ✓ | | | | |
| | 20 ✓ | pax | Date : September 3, 2024 ✓ | | | | |
| | | | Meals : Lunch (Packed) ✓ | | | | |
| | | | Snacks : AM & PM (Packed) ✓ | | | | |
| Title of Activity : AVRC II Alumni General Assembly ✓ | | | | | | | |
| 9 | 100 ✓ | pax | Date : September 26, 2024 ✓ | | | | |
| | | | Meals : Lunch (Packed) ✓ | | | | |
| | | | Snacks : AM & PM (Packed) ✓ | | | | |
| | | | Venue: DSWD - AVRC II, Labangon, Cebu City ✓ | | | | |
| | | | <u>Lunch or Dinner Menu:</u> ✓ | | | | |
| | | | > 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> | | | | |
| | | | ✓ <i>Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES</i> | | | | |
| | | | <u>AM / PM Snacks:</u> | | | | |
| | | | ✓ > 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) | | | | |
| | | | ✓ <i>Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES, NO TUNA BREAD</i> | | | | |
| | | | <u>Other Specifications:</u> | | | | |
| | | | ✓ > Service provider must attached MENU upon submission of Request for Quotation (RFQ). | | | | |
| | | | ✓ > Food must be delivered between 9:00 AM to 11:00 AM. | | | | |

| 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. ✓ | | | | |
| | | | > 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 211,500.00 ✓ | | | | "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. | | | |
| End User: Area Vocational Rehabilitation Center II ✓ | | | | | | | |
| 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

REINAF LOR C. VISTO

Canvasser