



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. : DSWD7-2024-0464 ✓
 Date : April 15, 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 19, 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
 Carvasser

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: _____

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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 ✓							
1. Conflict Management ✓							
1	50	pax	May 10, 2024 Meals: Lunch (Packed) Snacks: AM (Packed)				
	50	pax	November 8, 2024 Meals: Lunch (Packed) Snacks: AM (Packed)				
2. World Mental Health Week ✓							
2	45	pax	October 8, 2024				
	45	pax	October 10, 2024				
			Meals: Lunch (Packed) Snacks: AM and PM (Packed) Catering Services: Lunch/Dinner: 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 500ml Bottled Water or 330ml Bottled Natural Juice or 240ml Canned Juice) No serving of CREAMDORY fish No serving of BAM-E, PANCIT or BIHON (as viand) Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES AM/PM Snacks: Choices of: Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin Drinks: (Choices of at least 330ml Bottled Natural Juice or 240ml Canned Juice or Hot Chocolate) Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES				
			Other Specifications: 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 tract 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 85,000.00 ✓				"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

REINAFLO C. VISTO
 Canvasser