



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. : DSWD7-2025-0475 ✓

Date : April 8, 2025

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

### Sir/Madam:

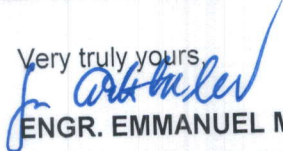
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures 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](mailto:bac.fo7@dswd.gov.ph) on or before **April 15, 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 AVRC II**
- 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: \_\_\_\_\_

  
**REINAFLORE 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

DSWD7-2025-0475rcv





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

RFQ I

DSWD7-2025-0475 ✓

Date:

April 8, 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
			<b>Provision of Catering Services for the following activities</b>	✓			
			<b>Venue: DSWD AVRC II</b> ✓				
			<b>Title of Activities:</b>				
			<b>1. Mental Health and Psychosocial Support</b> ✓				
	40	pax	May 6, 2025 (Day 1) Meals: Lunch (Packed)				
	40	pax	May 7, 2025 (Day 2) Meals: Lunch (Packed)				
	40	pax	May 8, 2025 (Day 3) Meals: Lunch (Packed)				
	33	pax	May 9, 2025 (Day 4) Snacks: AM and PM (Packed)				
			<b>2. Mental Health Awareness Month</b> ✓				
	70	pax	May 16, 2025 Meals: Lunch (Packed) Snacks: AM (Packed)	✓			
			<b>3. Conflict Management</b> ✓				
	70	pax	August 15, 2025 Meals: Lunch (Packed) Snacks: AM and PM (Packed)	✓			
			<b>4. World Mental Health Day</b> ✓				
	70	pax	October 10, 2025 Meals: Lunch (Packed) Snacks: AM and PM (Packed)	✓			
			<b>5. Emotional Management</b> ✓				
	70	pax	October 24, 2025 Meals: Lunch (Packed) Snacks: AM and PM (Packed)	✓			




Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>Lunch Menu:</b> > Rice > Soup (should be stock or cream-based with pieces of meat chunks (maybe thick, thin, or smooth texture) > 1 vegetable dish > 3 main dishes (pork, fish, chicken, or beef) > <b>Dessert:</b> Choices of Fruits or Cakes or Salads > <b>Drinks:</b> Choices of at least 500 ml Bottled Water or 330ml Bottled Natural Juice or 240 ml Canned Juice Snacks (AM/PM):				
			Choose of any of the following: a). Pasta b). Noodles c). Sandwiches d). Pastries Burgers e). Native Kakanin . Drinks: Choices of at least 330ml Bottled Natural Juice or 240 ml Canned Juice or Hot Chocolate .				
			Other Specifications: > No serving of CREAMDORY fish > No serving of BAM-E, PANCIT or BIHON (as viand) > Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES				
			<b>Requirements:</b> > Food must be delivered between 9:00 AM - 10:00 AM for AM snack, 11:00 AM - 11:30 AM for Lunch and 2:30 PM - 3:00 PM for PM snacks. > 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 container (material may either be: thick paperboard, polyethylene, polysterene, polyvinyl chloride or PVC) that is sturdy, leak and spill-proof, with partitions. Soup and dessert should be in a separate container. Provision of disposable cutleries (spoon, fork, knife) and tissue.				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			>Manner of Serving Food: Lunch should be served as an assisted buffet exclusively during the Graduation Exercise > 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 243,400.00 ✓				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: AVRC II ✓							

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

  
 REINAF LOR C. VISTO  
 Canvasser