



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. : DSWD7-2025-0476 ✓
 Date : April 8, 2025

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

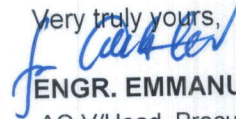
Sir/Madam:

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 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: _____


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



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

RFQ | **DSWD7-2025-0476**
 Date: **April 8, 2025**

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 for the following activities				
			Venue: DSWD AVRC II				
			Title of Activities:				
			1. Observance of the 2025 National Disability Prevention and Rehabilitation Week				
110		pax	July 17, 2025 Lunch (Packed) Snacks: AM and PM (Packed)				
			2. Sensitivity Training to Clients' Family & Family Encounter				
100		pax	September 1, 2025 Lunch (Packed) Snacks: AM and PM (Packed)				
			3. Dialogue with Boarding House Owner				
25		pax	November 7, 2025 Lunch (Packed) Snack: AM (Packed)				
			4. Flores De Mayo Culmination Program				
70		pax	May 30, 2025 Snack: AM (Packed)				
			5. Recollection				
70		pax	April 30, 2025 Lunch (Packed) Snack: AM (Packed)				
			6. General Staff Meeting				
40		pax	April 25, 2025 Snacks: AM and PM (Packed)				
40		pax	May 29, 2025 Snacks: AM and PM (Packed)				
40		pax	June 26, 2025 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
✓ 40	pax	July 31, 2025 Snacks: AM and PM (Packed)	✓				
✓ 40	pax	August 28, 2025 Snacks: AM and PM (Packed)	✓				
✓ 40	pax	September 30, 2025 Snacks: AM and PM (Packed)	✓				
✓ 40	pax	October 30, 2025 Snacks: AM and PM (Packed)	✓				
✓ 40	pax	November 27, 2025 Snacks: AM and PM (Packed)	✓				
✓ 40	pax	December 18, 2025 Snacks: AM and PM (Packed)	✓				
		7. Gender and Development Seminar					
✓ 100	pax	May 09, 2025 Lunch (Packed) Snacks: AM and PM (Packed)	✓				
		8. Orientation on Disaster Preparedness					
✓ 110	pax	July 21, 2025 Lunch (Packed) Snack: AM (Packed)	✓				
		9. Skills Enhancement for SSS staff (GRCM/GBVCM)					
✓ 11	pax	May 27, 2025 Lunch (Packed) Snacks: AM and PM (Packed)	✓				
		10. Stakeholders Forum					
✓ 30	pax	May 19, 2025 Lunch (Packed) Snack: AM (Packed)	✓				
✓ 30	pax	August 27, 2025 Lunch (Packed) Snack: AM (Packed)	✓				
✓ 30	pax	October 27, 2025 Lunch (Packed) Snack: AM (Packed)	✓				
✓ 30	pax	November 28, 2025 Lunch (Packed) Snack: AM (Packed)	✓				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Lunch/Dinner Menu: • 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) Dessert: Choices of Fruits or Cakes or Salads Drinks: 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				
			• 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, polystyrene, 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.				
			Requirements: • 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 521,950.00				"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

REINAFLOR C. VISTO
 Canvasser