



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2023-0504 ✓
 Date : April 13, 2023 ✓

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 service providers are required to submit true copies of their valid Mayor's/Business Permit and Philgeps Registration Number upon submission of quotation.

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; 233-0261; 231-2172 local 17126 or kalahiaf7.procurement23@gmail.com on or before **April 17, 2023 at 4:00PM.**

Very truly yours,

ENGR. EMMANUEL M. EDLES
 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 done **on the specific dates in Annex A.**
4. Place of Delivery: Catigbian, Bohol
5. Terms of Payment: within 30 calendar days from the completion of services and 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: _____

EDLYN S. CANGQUE
 Canvasser

I am interested to quote and agree to the terms and conditions.

 (Signature over Printed Name of Supplier /
 Authorized Representative)

Company Name: _____

Company Address: _____

Contact Person: _____

Contact No.: _____

RFQ No.: DSWD7-2023-0504


Date: April 13, 2023

PhilGEPs Registration No.: _____

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	259	pax	Provision of Catering Services (1 Meal and 2 Snacks) <i>Title of Activity : Participatory Situation Analysis (PSA)</i> <i>Date : April 28, 2023</i>				
2	60	pax	<i>Title of Activity : Project Development Workshop</i> <i>Date : May 4, 2023</i>				
3	49	pax	<i>Title of Activity : MDC for Criteria Setting Workshop</i> <i>Date : June 8, 2023</i>				
4	49	pax	<i>Title of Activity : Technical Desk Review and Endorsement of Proposal</i> <i>Date : June 21, 2023</i>				
5	85	pax	<i>Title of Activity : MDC Meeting for Participatory Resource Allocation (MDC-PRA)</i> <i>Date : June 28, 2023</i>				
6	108 108 96	pax pax pax	<i>Title of Activity : Community Based-Training for Community Volunteers (Government Procurement 9184 (1 day), Infrastructure (1 day), and Financial Management System (1 day)</i> <i>Date : July 5, 2023</i> <i>Date : July 6, 2023</i> <i>Date : July 7, 2023</i>				
7	49	pax	<i>Title of Activity : Municipal Accountability Reporting</i> <i>Date : October 20, 2023</i>				
			<i>Venue : Catigbian, Bohol</i> <i>Meals : Lunch (Packed)</i> <i>Snacks : AM & PM (Packed)</i> Lunch Menu: > Rice > 2 Main Dish :(Choices of: Beef / Pork / Chicken or Fish) > Dessert (Choices of: Fruits or Cakes or Salads) > Drinks : (Choices of: at least 500 ml Bottled Water or 240ml Canned Juice or 330ml Bottled Natural Juice) <i>No serving of CREAMDORY fish</i> <i>No serving of BAM-E, PANSIT or BIHON (as viand)</i> Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS *Please specify name of dishes				

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>AM / PM Snacks:</p> <p>> Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin i.e Suman/Puto/Biko etc., Sandwiches, i.e Tuna/ Ham & Cheese/Egg with vegetables, etc. or Burgers i.e Beef/Chicken/Ham with vegetables, etc.</p> <p>> Drinks : (Choices of: at least 500 ml Bottled Water or 240ml Canned Juice or 330ml Bottled Natural Juice or Coffee/Hot Choco)</p> <p><i>Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS</i> *Please specify name of dishes</p> <p>Other Specifications:</p> <p>> Service provider must attached MENU upon submission of Request for Quotation (RFQ).</p> <p>> Food must be delivered between 9:00 AM to 11:00 AM.</p> <p>> Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments.</p> <p>> Service provider must inform the End-user ahead of time for any changes in the menu prior to the delivery.</p> <p>> End-user will inform the service provider at least three (3) days prior to the conduct of meeting.</p>				
Approved Budget for the Contract: Php345,200.00 ✓				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: KC-KKB							
Purpose : Provision of food for the participants of the activity.							

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.


EDLYN S. CANGQUE
 Carvasser

Signature of supplier/Authorized Representative
 over printed name

Company Name: _____

Activity Title: **Participatory Situation Analysis (PSA)**

MENU

AM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Lunch: Plain Rice
2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):
(specify) 1. _____
(specify) 2. _____
Dessert: (Choices of: Fruits or Cakes or Salads)
(specify) _____
Drinks: 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or 500ml Bottled Water

PM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Activity Title: **Project Development Workshop**

MENU

AM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Lunch: Plain Rice
2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):
(specify) 1. _____
(specify) 2. _____
Dessert: (Choices of: Fruits or Cakes or Salads)
(specify) _____
Drinks: 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or 500ml Bottled Water

PM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Activity Title: **MDC for Criteria Setting Workshop**

MENU

AM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Lunch: Plain Rice
2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):
(specify) 1. _____
(specify) 2. _____
Dessert: (Choices of: Fruits or Cakes or Salads)
(specify) _____
Drinks: 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or 500ml Bottled Water

PM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

(Signature over Printed Name of Supplier/
Authorized Representative)

Company Name: _____

Activity Title: **Technical Desk Review and Endorsement of Proposal**

MENU

AM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Lunch: Plain Rice
2 Main Dish: (Choices of Beef, Pork; Chicken/ Fish):
(specify) 1. _____
(specify) 2. _____
Dessert: (Choices of: Fruits or Cakes or Salads)
(specify) _____

Drinks: 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or 500ml Bottled Water

PM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Activity Title: **MDC Meeting for Participatory Resource Allocation (MDC-PRA)**

MENU

AM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Lunch: Plain Rice
2 Main Dish: (Choices of Beef, Pork; Chicken/ Fish):
(specify) 1. _____
(specify) 2. _____
Dessert: (Choices of: Fruits or Cakes or Salads)
(specify) _____

Drinks: 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or 500ml Bottled Water

PM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Activity Title: **Community Based-Training for Community Volunteers (Government Procurement-9184 (1 day), Infrastructure (1 day) and Financial Management System (1 day)**

Day 1:

MENU

AM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Lunch: Plain Rice
2 Main Dish: (Choices of Beef, Pork; Chicken/ Fish):
(specify) 1. _____
(specify) 2. _____
Dessert: (Choices of: Fruits or Cakes or Salads)
(specify) _____

Drinks: 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or 500ml Bottled Water

PM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

(Signature over Printed Name of Supplier/
Authorized Representative)

Company Name: _____

Day 2:

MENU

AM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Lunch: Plain Rice
2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):
(specify) 1. _____
(specify) 2. _____
Dessert: (Choices of: Fruits or Cakes or Salads)
(specify) _____

Drinks: 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or 500ml Bottled Water

PM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Day 3:

MENU

AM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Lunch: Plain Rice
2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):
(specify) 1. _____
(specify) 2. _____
Dessert: (Choices of: Fruits or Cakes or Salads)
(specify) _____

Drinks: 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or 500ml Bottled Water

PM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Activity Title: **Municipal Accountability Reporting**

MENU

AM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

Lunch: Plain Rice
2 Main Dish: (Choices of Beef; Pork; Chicken/ Fish):
(specify) 1. _____
(specify) 2. _____
Dessert: (Choices of: Fruits or Cakes or Salads)
(specify) _____

Drinks: 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or 500ml Bottled Water

PM Snacks: (Variation of Pasta, Noodles, Native Kakanin, i.e. Suman/Puto/Biko etc., Sandwiches, i.e., Tuna/Ham & Cheese/Egg with Vegetables, etc. or Burgers i.e., Beef/ Chicken/ Ham with Vegetables, etc.):

Drinks: 500ml Bottled Water
or 330ml Bottled Natural Juice
i.e.: (Lemon/Calamansi/Buko/Cucumber etc.)
(specify) _____
or 240ml Canned Juice:
(specify) _____
or Coffee/Hot Choco:
(specify) _____

(Signature over Printed Name of Supplier/
Authorized Representative)