

**REQUEST FOR QUOTATION**  
**NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2023-0529 ✓  
Date : April 13, 2023 ✓

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

**Sir/Madam:**

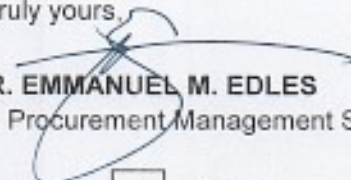
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures 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](mailto: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:**

- 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 done **on the specific dates in Annex A.**
- Place of Delivery: **San Miguel, Bohol ✓**
- Terms of Payment: **within 30 calendar days from the completion of services and 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: \_\_\_\_\_

  
**EDLYN S. CANGQUE**  
Caryasser

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.: \_\_\_\_\_

RFG No.: DSWD7-2023-0529  
 Date: April 13, 2023

PhIGEPS Registration No.: \_\_\_\_\_

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	246	pax	<b>Provision of Catering Services (1 Meal and 2 Snacks)</b> <b>Title of Activity : Participatory Situation Analysis (PSA)</b> <b>Date : April 27, 2023</b>				
2	56	pax	<b>Title of Activity : Project Development Workshop</b> <b>Date : May 5, 2023</b>				
3	47	pax	<b>Title of Activity : MDC for Criteria Setting Workshop</b> <b>Date : June 6, 2023</b>				
4	47	pax	<b>Title of Activity : Technical Desk Review and Endorsement of Proposal</b> <b>Date : June 22, 2023</b>				
5	80	pax	<b>Title of Activity : MDC Meeting for Participatory Resource Allocation (MDC-PRA)</b> <b>Date : June 28, 2023</b>				
6	100 100 89	pax pax pax	<b>Title of Activity : Community Based-Training for Community Volunteers (Government Procurement 9184 (1 day), Infrastructure (1 day), and Financial Management System (1 day)</b> <b>Date : July 12, 2023</b> <b>Date : July 13, 2023</b> <b>Date : July 14, 2023</b>				
7	47	pax	<b>Title of Activity : Municipal Accountability Reporting</b> <b>Date : October 20, 2023</b>				
			<b>Venue : San Miguel, Bohol</b> <b>Meals : Lunch (Packed)</b> <b>Snacks : AM &amp; PM (Packed)</b> <b>Lunch Menu:</b> > 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>  <b>Strictly NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS</b> <b>*Please specify name of dishes</b>				



Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p><b>AM/PM Snacks:</b></p> <p>&gt; Variation of <b>Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin</b> i.e Suman/Puto/Biko etc., <b>Sandwiches</b>, i.e Tuna/ Ham &amp; Cheese/Egg with vegetables, etc. or <b>Burgers</b> i.e Beef/Chicken/Ham with vegetables, etc.</p> <p>&gt; 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 &amp; FLAVORED BOTTLED DRINKS</i>  <b>*Please specify name of dishes</b></p> <p><b>Other Specifications:</b></p> <p>&gt; Service provider must attached MENU upon submission of Request for Quotation (RFQ).</p> <p>&gt; Food must be delivered between 9:00 AM to 11:00 AM.</p> <p>&gt; 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>&gt; Service provider must inform the End-user ahead of time for any changes in the menu prior to the delivery.</p> <p>&gt; End-user will inform the service provider at least three (3) days prior to the conduct of meeting.</p>				
Approved Budget for the Contract: <b>Php324,800.00</b> ✓				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: <b>KC-KKB</b>							
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. GANGQUE**  
 Cashvasser

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)