



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2023-0530 ✓
 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:

- 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: Talibon, 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
 Canvasser

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

 (Signature over Printed Name of Supplier /
 Authorized Representative)



Company Name: _____

RFQ No.: DSWD7-2023-0000

Date: April 13, 2023

Company Address: _____

Contact Person: _____

Contact No.: _____

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	337	pax	Provision of Catering Services (1 Meal and 2 Snacks) Title of Activity : Participatory Situation Analysis (PSA) Date : April 26, 2023				
2	72	pax	Title of Activity : Project Development Workshop Date : May 5, 2023				
3	55	pax	Title of Activity : MDC for Criteria Setting Workshop Date : June 7, 2023				
4	55	pax	Title of Activity : Technical Desk Review and Endorsement of Proposal Date : June 21, 2023				
5	100	pax	Title of Activity : MDC Meeting for Participatory Resource Allocation (MDC-PRA) Date : June 28, 2023				
6	132	pax	Title of Activity : Community Based-Training for Community Volunteers (Government Procurement 9184 (1 day), Infrastructure (1 day), and Financial Management System (1 day) Date : July 12, 2023				
	132	pax	Date : July 13, 2023				
	117	pax	Date : July 14, 2023				
7	55	pax	Title of Activity : Municipal Accountability Reporting Date : October 19, 2023				
			Venue : Talibon, Bohol ✓ Meals : Lunch (Packed) Snacks : AM & PM (Packed) 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) No serving of CREAMDORY fish No serving of BAM-E, PANSIT or BIHON (as viand) 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: Php422,000.00				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
 Canvasser

 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)