



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- 0589 ✓

Date : April 28, 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 **May 5, 2025 at 4:00PM.**

Very truly yours,

**ENGR. EMMANUEL M. EDLES**

AO V/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 delivered **on the specified dates in Annex A**

4. Place of Delivery: **Cities of Cebu, Naga, Talisay, Mandaue, and Lapu-lapu** ✓

5. Terms of Payment: **within 30 days from the 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: \_\_\_\_\_

**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

DSWD7-2025-0589rcv




 RFQ I **DSWD7-2025- 0589** ✓  
 Date: **April 28, 2025**

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 TIN: \_\_\_\_\_

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				
			Title of Activity: <u>Innovations Caravan</u> ✓				
			Venue: <u>Within the Cities of Cebu, Naga, Talisay, Mandaue, and Lapu-lapu</u> ✓				
			Provision of Catering Services				
			Meals (Packed)				
1	50	pax	Date : <u>May 15, 2025</u> ✓				
			<u>Packed Meals (Dinner) on May 15, 2025</u> ✓				
			> <b>Soup</b> (should be stock or cream - based, with pieces of meat chunks, may be thick / thin / smooth textured)				
			> <b>Rice</b>				
			✓ > <b>3 Main Dishes:</b> Choices of Beef, Pork, Chicken, and Fish				
			> <b>1 Vegetable Dish</b>				
			> <b>Dessert:</b> Choice of Fresh Tropical Fruits or Pastries or Salads				
			> <b>Drinks:</b> (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice / Fresh or 240ml Canned Juice)				
			<b>Requirements:</b>				
			✓ > Food must be delivered between 5:00 - 6:00 PM within the venue stated above				
			<b>Meals &amp; Snacks : <u>Lunch ( Assisted Buffet), Snacks (Packed)</u></b> ✓				



Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
2	330	pax	Date : <u>May 16, 2025</u>				
			<u>Lunch Meal</u>				
			> <b>Soup</b> (should be stock or cream - based, with pieces of meat chunks, may be thick / thin / smooth textured)				
			> <b>Rice</b>				
			> <b>3 Main Dishes:</b> Choices of Beef, Pork, Chicken, and Fish				
			> <b>1 Vegetable Dish</b>				
			> <b>Dessert:</b> Choice of Fresh Tropical Fruits or Pastries or Salads				
			> <b>Drinks:</b> (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice / Fresh or 240ml Canned Juice)				
			<u>Snacks (AM and PM)</u>				
			> <b>Choice of any of the following:</b> (a) Sandwiches with sides (Clubhouse or similar with in size) (b) Burgers with sides (c) Pasta with toasted bread / bun (Pasta should be 1 cup) (d) Noodle Dish (e.g. Pancit/Bihon) (e) Breads / Pastries - should provide appropriate portion size per serving (f) Native Kakanin - should provide atleast 3 variety per serving				
			> <b>Drinks:</b> (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural / Fresh Juice or 240ml Canned Juice); for native kakanin, may be paired with either hot chocolate or coffee				
			<b>Other Specifications:</b>				
			> No serving of CREAMDORY fish				
			> No serving of <b>BAM-E, PANSIT or BIHON</b> (as alternate of one of the main course)				
			> No serving of SODA (Softdrinks), Flavored Bottled Drinks , and Powdered Juices				
			> All drinks delivered should be in the appropriate temperature Cold or Hot.				



