



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

RFQ No. : DSWD7-2023-0602  
 Date : May 11, 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 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 **May 17, 2023 at 5:00PM.**

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: Office of the Civil Defense Operations Center , Cebu City
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: \_\_\_\_\_

  
**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



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII, Cebu City

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

RFQ DSWD7-2023-0602  
 Date May 11, 2023

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>PROVISION OF CATERING SERVICES</b>				
			<i>Title of Activity : Interagency Response Cluster Meeting</i>				
			<i>Venue : Office of the Civil Defense Operations Center</i>				
1	25	pax	<i>Date : June 16, 2023</i>				
2	25	pax	<i>September 22, 2023</i>				
3	25	pax	<i>December 15, 2023</i>				
			<i>Title of Activity : CCMC, IDP &amp; FNFI Cluster Meeting</i>				
4	30	pax	<i>June 28, 2023</i>				
5	30	pax	<i>September 27, 2023</i>				
6	30	pax	<i>December 27, 2023</i>				
			<i>Detail: Packed AM Snacks, Packed Lunch, Packed PM Snacks</i>				
			<i>Snacks : AM &amp; PM ( Packed)</i>				
			<b>Menu:</b>				
			<b>Lunch</b>				
			>Rice , Soup				
			>2 Dishes: ( Choice of beef / Pork / Chicken or Fish)				
			>1 Dish: Vegetables				
			>Dessert ( Choice of: Fruits or Cakes or Salads				
			> Drinks ( Choices of: at least 500 ml bottled natural juice, or 240 ml canned juice				
			No serving of CREAMDORY FISH				
			No serving of BAM-E, PANSIT OR BIHON				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDERED JUICES				
			<b>AM OR PM Snacks</b>				
			>Variation of Paste, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			>Drinks: ( Choice of at least: 330 ml bottled natural juice pr 240 ml Canned Juice or Hot Chocolate)				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDERED JUICES				
			<b>Other Specifications:</b>				
			> Service provider must attached MENU upon submission of Request for Quotation (RFQ).				
			> Food must be delivered between 9:00 AM to 11:00 AM.				
			> Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments.				
			> Service provider must inform the End-user ahead of time for any changes in the menu prior to the delivery.				
			> End-user will inform the service provider at least three (3) days prior to the conduct of meeting.				
Approved Budget for the Contract: Php 82,500.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:	DISASTER RESPONSE MANAGEMENT DIVISION						
PURPOSE :	Provision of Catering Service for the interagency Response Cluster Meeting ( Charge to DRMD Funds)						

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

\_\_\_\_\_  
Signature of Supplier/Service  
Provider/Authorized Representative  
over Printed Name

  
REINAFLO R. C. VISTO  
Canvasser