DSWD
Department of Social Welfare and Development

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. : DSWD7-2023-0629
Date   : **May 10, 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 16, 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: **DSWD FO VII, 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

Annex A

DSWD
Department of Social Welfare and Development

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

Company Name: _____

Company Address: _____

Contact Person: _____

Contact No.: _____

PhilGEPS Registration No.: _____

TIN: _____

RFQ **DSWD7-2023-0629**

Date **May 10, 2023**

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 : Finance Officers/Controllers Meeting				
			Date :				
1	40	pax	**June 23,2023**				
2	40	pax	**July 21,2023**				
3	40	pax	**August 25,2023**				
4	40	pax	**September 22,2023**				
5	40	pax	**October 27,2023**				
6	40	pax	**November 24,2023**				
7	40	pax	**December 22,2023**				
			Snacks : AM & PM Snacks : (Packed)				
			Venue : DSWD FO VII, Cebu City				
			AM /PM Snacks				
			> Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin				
			> Drinks : (Choices of: at least 500ml Bottled Water or 330ml Bottled Natural Juice or 240ml Canned Juice)				
			Strictly **NO SOFTDRINKS & FLAVORED BOTTLED DRINKS**				
			Other Specifications:				
			> Service provider must attached MENU upon submission of Request for Quotation (RFQ).				
			> *Food must be delivered between 10:00AM-10:30AM and 2:00PM - 3:00PM*				
			> 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 56,000.00

"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.

End User: **FMD**

PURPOSE : **For provision of food/Snack for the participants of the meeting.**

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

_____
Signature of Supplier/Service
Provider/Authorized Representative
over Printed Name

_____
REINAFLOR C. VISTO
Canvasser