



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

RFQ No. : DSWD7-2023-0820
 Date : May 30, 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 **June 6, 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: **AVRC II Conference Room/ROC DSWD VII**
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: _____

REINAFLO 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: _____

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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				
			<i>Title of Activity</i> : Quarterly Meeting with the Regional Federation on Persons with Disabilities and PDAO Officers				
1	18	pax	Date : June 21, 2023				
	16	pax	September 29, 2023				
	16	pax	November 24, 2023				
			<i>Title of Activity</i> : 45th NDPR Week Celebration				
2	100	pax	Date : July 18-22, 2023				
			<i>Title of Activity</i> : Cerebral Palsy Awareness and Rehabilitation Week				
3	40	pax	Date : September 22, 2023				
			<i>Venue</i> : AVRC II Conference Room/ROC DSWD VII				
			<i>Meal</i> : Lunch, AM & PM Snacks (Packed)				
			<u>Lunch Menu:</u>				
			> Rice, Soup , 3 Dishes : (2 Choices of: Beef /Pork, Chicken or Fish)				
			> 1 Choice of Vegetable				
			> Dessert (Choices of: Fruits or Cakes or Salads)				
			> Drinks : (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice or 240ml Canned Juice)				
			No serving of CREAMDORY fish				
			No serving of BAM-E, PANSIT or BIHON (as viand)				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES				
			<u>AM /PM Snacks:</u>				
			> Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin				
			> Drinks : (Choices of: 330ml Bottled Natural Juice or 240ml Canned Juice or Hot Chocolate)				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS				
			<u>Other Specifications:</u>				
			> 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 95,000.00			"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:	Person with Disability					
PURPOSE :	For provision of food for the participants of the activity					

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

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

REINAFLORE C. VISTO

Canvasser