



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. : DSWD7-2023-0891
 Date : June 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 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 19, 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 FO7 Carreta 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



Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact No.: _____
 PhilGEPS Registration No.: _____
 TIN: _____

RFQ DSWD7-2023-0891
 Date June 13, 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 : Human Resource Merit Promotion and Section Board (HRMPSB) / Human Resource Selection Committee (HRSC) Deliberation Meeting for CY 2023 | | | | |
| 1 | 40 | pax | Date : June 2023 Lunch & PM Snacks (Packed) 400.00 per pax (10 pax per week) | | | | |
| 2 | 40 | pax | July 2023 Lunch & PM Snacks (Packed) 400.00 per pax (10 pax per week) | | | | |
| 3 | 40 | pax | August 2023 Lunch & PM Snacks (Packed) 400.00 per pax (10 pax per week) | | | | |
| 4 | 40 | pax | September 2023 Lunch & PM Snacks (Packed) 400.00 per pax (10 pax per week) | | | | |
| 5 | 40 | pax | October 2023 Lunch & PM Snacks (Packed) 400.00 per pax (10 pax per week) | | | | |
| 6 | 40 | pax | November 2023 Lunch & PM Snacks (Packed) 400.00 per pax (10 pax per week) | | | | |
| 7 | 40 | pax | December 2023 Lunch & PM Snacks (Packed) 400.00 per pax (10 pax per week) | | | | |
| | | | Note: Every Wednesday of the week | | | | |
| | | | Venue : DSWD FO 7 | | | | |
| | | | Lunch & PM Snacks (Packed) | | | | |
| | | | <u>Lunch Menu :</u> | | | | |
| | | | >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 water or 330ml bottled natural juice, or 240 ml canned juice | | | | |
| | | | No serving of CREAMDORY FISH | | | | |
| | | | No serving of BAM-E, PANSIT OR BIHON (as viand) | | | | |

| Item No. | Qty. | Unit | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|--|---|------|---|--|-------------------------|-----------|------------|
| | | | Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDERED JUICES | | | | |
| | | | <u>PM Snacks</u> | | | | |
| | | | >Variation Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin | | | | |
| | | | >Drinks: (Choice of at least: 330 ml bottled natural juice pr 240 ml Canned Juice or Hot Chocolate) | | | | |
| | | | Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES | | | | |
| | | | Other Specifications: | | | | |
| | | | > Service provider must attached MENU upon submission of Request for Quotation (RFQ). | | | | |
| | | | > Food must be delivered between 10:00 AM to 11:00 AM for the 2:00 PM to 3:00PM for the Snacks | | | | |
| | | | > 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 112,000.00 | | | | "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. | | | |
| End User: | HRMDD | | | | | | |
| PURPOSE : | Provision of food for the participants of the field activities. | | | | | | |

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 C. VISTO
Cavasser