



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. : DSWD7-2024-0896
 Date : June 21, 2024

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

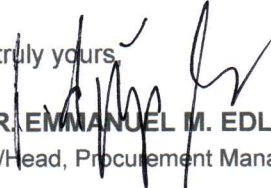
Sir/Madam:

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 25, 2024 at 5:00PM.**

Very truly yours,

ENGR. EMMANUEL M. EDLES
 AO V/Head, Procurement Management Section

Terms and Conditions:

- Award shall be made on per: item basis total quoted price lot basis
- Quotation validity shall be not less than **60 calendar days.**
- Good/s or Services shall be delivered **on the specified dates in Annex A**
- Place of Delivery: DSWD FO VII Cebu City
- Terms of Payment: within 30 days from the receipt of billing statement/Sales Invoice
- Liquidated Damages/Penalty: One-tenth of one percent for everyday of delay shall be imposed.
- 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.
- 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 **DSWD7-2024-0896**
 Date **June 21, 2024**

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Provision of Lunch and Snacks				
			1 Meal and 1 Snacks				
	45	pax	Title of Activity : FMD Accounting Section Monthly Meeting CY 2024				
			Date : June 28, 2024; July 26, 2024; August 30, 2024; September 17, 2024; October 11, 2024; November 15, 2024; December 13, 2024				
			Venue : DSWD FO VII				
			Meals : Lunch (Packed)				
			Snacks : PM (Packed)				
			Lunch Menu:				
			> Rice				
			> Soup				
			> 3 Main Dish : (2 Dishes choices of: Beef / Pork / Chicken or Fish and 1 Dish 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)				
			<i>No serving of CREAMDORY fish</i>				
			<i>No serving of BAM-E, PANSIT or BIHON (as viand)</i>				
			<i>Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES</i>				
			PM Snacks:				
			> Choices of : Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin				
			> Drinks : (Choice of at least: 330ml Bottled Natural Juice or 240ml Canned Juice or Hot Chocolate)				
			<i>Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES</i>				
			Other Specifications:				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			> Service provider must attached MENU upon submission of Request for Quotation (RFQ).				
			> Food must be delivered between 11:00 AM to 12:00 PM.				
			> 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 126,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: ADMIN - ACCOUNTING							
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


REINAFLO R. C. VISTO
Canvasser