



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

RFQ No. : DSWD7-2021-0910

Date : July 26, 2021

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/Business Permit, Philgeps Registration Number and Latest Income Tax Return (ITR) for Approved Budget for the Contract (ABC) above Php500,000.00 upon submission of quotation. An Omnibus Sworn Statement (OSS) shall be required prior to award for ABC above Php50,000.00.**

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; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **July 30, 2021 at 5:00PM.**

Very truly yours,

**ROSARIO P. BACONG**  
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, Carreta Cebu**
- 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



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
			<b>PROVISION OF CATERING SERVICES (PACKED MEAL AND SNACK)</b>				
			<b>Title: UCT WEEKLY Meeting</b>				
<b>1</b>	<b>12</b>	<b>pax</b>	<b>Date: August 23 &amp; 30, 2021 September 6, 13, 20 &amp; 27, 2021 October 4, 11, 18 &amp; 25, 2021 November 8, 15, 22 &amp; 29, 2021 December 6 &amp; 13, 2021 for 16 meetings</b>				
			<b>Venue:DSWD FO VII, Carreta Cebu</b>				
			<b>Meals: Packed Lunch</b>				
			<b>Lunch:</b> Rice, Soup, 3 main courses (choice of chicken, pork/beef, fish & vegetables) <b>Dessert</b> (choice of fresh fruits, fruit salad or pastries like cake) and natural juices <b>Strictly no serving of cream dory fish and softdrinks</b>				
			<b>AM/PM Snacks:</b> Preferably Sandwich or Pasta (variation of pasta), Bread and Pastries with Natural juices <b>Others: Must be Natural Juices</b> (like Lemon grass, Calamnsi, Buko or Cucumbet juice) <b>Strictly no serving of softdrinks.</b>				
<b>Approved Budget for the Contract: Php 96,000.00</b>				<b>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</b>			
End User: <b>UCT/PPD</b>							

**PURPOSE : Provision of Food during the conduct of UCT Weekly Meeting**

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

**REINAFLOR C. VISTO**  
 Canvasser

\_\_\_\_\_  
 Signature of Supplier/Service  
 Provider/Authorized Representative