



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. : DSWD7-2023-1047

Date : July 12, 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 **July 17, 2023 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, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., 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: \_\_\_\_\_

**REINAFLO R. 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

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 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
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 TIN: \_\_\_\_\_

RFQ No.: **DSWD7-2023-1047**  
 Date: **July 12, 2023**

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</b>				
			<i>Conduct of the Ready, Check, Set! (RCS) Readiness Assessment on the RCS 2.0 First Cycle Implementation</i>				
			Dates: <b>July 24-27, 2023</b>				
			Venue: <b>ROC 1 and 2, DSWD Field Office, Brgy Carreta, Cebu City, Cebu</b>				
<b>1</b>	<b>pax</b>	<b>76</b>	<b>July 24, 2023</b> Lunch, AM and PM Snacks (Individual Packed)				
<b>2</b>	<b>pax</b>	<b>42</b>	<b>July 25, 2023</b> Lunch, AM and PM Snacks (Individual Packed)				
<b>3</b>	<b>pax</b>	<b>42</b>	<b>July 26, 2023</b> Lunch, AM and PM Snacks (Individual Packed)				
<b>4</b>	<b>pax</b>	<b>76</b>	<b>July 27, 2023</b> Lunch and AM Snacks (Individual Packed)				
			<b>Lunch Menu:</b> Rice, Soup 2 main dishes: Choices of Pork, Chicken or Fish 1 side dish: Vegetables Dessert: Choices of fresh fruits, fruit salad or cakes Drinks: 330 ml canned juice ***Strictly NO serving of cream dory fish, powder juice and soft drinks				
			<b>AM/PM Snacks:</b> Choices of pasta, bread, pastries and native snacks Drinks: Natural/local juice (like Lemon grass, Buko and Cucumber) ***Strictly NO serving of powder juice and soft drinks				
			<b>Other Specifications:</b> > Service Provider shall attach menu for the inclusive dates upon the submission of RFQ; > Food must be delivered between 8:30 AM and 2:30 PM for snacks and 11:00 AM for lunch; > Service provider must provide SOA and menu on the last day of the activity. Payment is within 30 days after receipt of complete set of supporting documents.				
<b>Approved Budget for the Contract: Php 110,400.00</b>				<b>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</b>			
End User:	ORD-ARTU						
PURPOSE :	Conduct of the Ready, Check, Set! (RCS) Readiness Assessment on the RCS 2.0 First Cycle Implementation						

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