

**REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2025-1077 ✓

Date : July 11, 2025

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** in accordance with Implementing Rules and Regulations of Republic Act 12009. Failure to indicate required information/s 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 or service provider/s is/are required to submit true copies of valid Business/Mayor's Permit and Philgeps registration number upon submission of the 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 15, 2025 at 4:00PM.**

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: 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
- 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: _____


REINAFLORE 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

Annex A

RFQ | DSWD7-2025-1077 ✓
Date: July 11, 2025

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


| 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 | | | | |
| | | | Meals : Breakfast, Lunch and Dinner (Packed) ✓ | | | | |
| | | | Snacks: AM & PM (Packed) ✓ | | | | |
| | | | Title of Activity : Angels in Red Vest Agency Orientation ✓ | | | | |
| 1 | 35 ✓ | pax | Date: Batch 1: July 29-30, 2025 Php. 700.00 x 35 pax x 2 batches ✓ | | | | |
| 2 | 35 ✓ | pax | July 31, 2025 Php 150.00 ✓ | | | | |
| 3 | 35 ✓ | pax | Batch 2: August 13-14, 2025 Php. 700.00 x 35 pax x 2 batches ✓ | | | | |
| 4 | 35 ✓ | pax | August 15, 2025 150.00 ✓ | | | | |
| 5 | 35 ✓ | pax | Batch 3: September 10-11, 2025 Php. 700.00 x 35 pax x 2 batches ✓ | | | | |
| 6 | 35 ✓ | pax | September 12, 2025 150.00 ✓ | | | | |
| | | | Venue: within Cebu City ✓ | | | | |
| | | | <u>Lunch Meal</u> | | | | |
| | | | > Soup (should be stock or cream - based, with pieces of meat chunks, may be thick / thin / smooth textured) > Rice > 3 Main Dishes: Choices of Beef, Pork, Chicken, and Fish > 1 Vegetable Dish > Dessert: Choice of Fresh Tropical Fruits or Pastries or Salads > Drinks: (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice / Fresh or 240ml Canned Juice) | | | | |

| Item No. | Qty. | Unit | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|----------|------|------|---|---|-------------------------|-----------|------------|
| | | | <u>Snacks (AM and PM)</u> | | | | |
| | | ✓ | Choice of any of the following: (a) Sandwiches with sides (Clubhouse or similar with in size) (b) Burgers with sides (c) Pasta with toasted bread / bun (Pasta should be 1 cup) (d) Noodle Dish (e.g. Pancit/Bihon) (e) Breads / Pastries - should provide appropriate portion size per serving (f) Native Kakanin - should provide atleast 3 variety per serving | | | | |
| | | ✓ | Drinks: (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural / Fresh Juice or 240ml Canned Juice); for native kakanin, may be paired with either hot chocolate or coffee | | | | |
| | | | Other Specifications: | | | | |
| | | ✓ | > No serving of CREAMDORY fish > No serving of BAM-E, PANSIT or BIHON (as alternate of one of the main course) > No serving of SODA (Softdrinks), Flavored Bottled Drinks , and Powdered Juices > All drinks delivered should be in the appropriate temperature Cold or Hot | | | | |
| | | | Requirements: | | | | |
| | | ✓ | > Food must be delivered between TIME (e.g 8:00 AM to 9:00 AM) for Breakfast and AM snack, TIME for Lunch and PM snack, and TIME for Dinner > Service provider should attached MENU (with dish choices) upon submission of Request for Quotation (RFQ) for the end-user to select/choose > Main Dish (Meat and Chicken) should have atleast 100 grams cooked weight per serving, vegetables should be 1 cup per serving, dessert should be of proportionate serving > End-user should inform the service provider of the final menu at least (5) days prior to the conduct of the meeting / activity. And any changes will immediately be coordinated. | | | | |

| Item No. | Qty. | Unit | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|--|------|------|--|---|-------------------------|-----------|------------|
| | | | > Service provider should not make any changes on the final menu / food choices without the approval of the end-user. > Meals should be packaged in a container (material may either be: thick paperboard, polyethylene, polystyrene, polyvinyl chloride or PVC) that is sturdy, leak and spill-proof, with partitions. Soup and dessert should be in a separate container. Provision of disposable cutleries (spoon, fork, knife) and tissue. > Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments. | | | | |
| | | | | TOTAL: | | | |
| Approved Budget for the Contract: Php 162,750.00 / | | | | "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated or may state brand, model and country of origin of item offered, if applicable. | | | |
| End User: HRMDD-LDS / | | | | | | | |

PURPOSE : Provision of food for the participants of Meeting

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


 REINA FLOR C. VISTO
 Canvasser