

**REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT**RFQ No. : DSWD7-2025-1081 ✓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:

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: Brgy. Talay, Dumaguete City, Negros Oriental
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
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: _____

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

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

RFQ | DSWD7-2025-1081 ✓
Date: July 11, 2025

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 : Lunch (Buffet) ✓				
			Snacks: AM (Individually Served or Packed) ✓				
			Title of Activity : Additional Food for NIR Office Inauguration, Transfer of Protective Services Program and RICTMS Network Planning ✓				
	150 ✓	pax	Date : July 24, 2025 ✓				
			Venue : Brgy. Talay, Dumaguete City, Negros Oriental ✓				
			<u>Lunch Meal</u>				
		✓	> Soup (should be stock or cream - based, with pieces of meat cuts, 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: 330ml Bottled Natural Juice / Fresh or 240ml Canned Juice)				
			<u>Snacks (AM)</u>				
		✓	> Choice of <i>any of</i> 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: 330ml Bottled Natural / Fresh Juice or 240ml Canned Juice); for native kakanin, may be paired with either hot chocolate or coffee				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			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.				
			> Provision of flowing coffee and availability of water dispensers or bottled water				
			Requirements:				
			> Food must be delivered between TIME (8:00 AM to 9:00 AM) for AM snack and TIME (11:00 AM) for Lunch				
			> Service provider should attached MENU (with dish choices) upon submission of Request for Quotation (RFQ) for the end-user to select/choose.				
			> Main Course (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.				
			> 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 (may either be: Chaffing Dish, aluminum pans, and thick paperboard pans) that is sturdy, leak and spill-proof. Soup and dessert should be in a separate container.				
			> 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 82,500.00				"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: SWAD NEGROS QRIENTAL							

PURPOSE : Provision of food for the participants of Meeting

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

REINAFLO C. VISTO
Canvasser