



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

RFQ No. : DSWD7-2023-1191-A  
 Date : September 27, 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](mailto:bac.fo7@dswd.gov.ph) on or before **October 5, 2023 at 5:00PM.**

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: 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 shall be imposed.
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



Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_

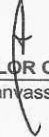
RFQ **DSWD7-2023-1191-A**  
 Date **September 27, 2023**

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>				
			Title of Activity: Capability Building of LGU Implementers on Replication of Completed Social Technologies (Gender Responsive Case Management)				
1	33	pax	Date: October 23, 2023				
2	33	pax	Date: October 24, 2023				
3	33	pax	Date: October 25, 2023				
4	33	pax	Date: October 26, 2023				
			<b>Venue: Dumaguete City, Negros Oriental</b>				
			Details: Lunch, AM & PM Snacks (should serve as individual pack meals)				
			<u>Lunch Menu:</u>				
			> Rice				
			>Soup				
			>3 main dish				
			(2 main dish: choices of Beef Chicken or Fish & 1 Dish: Vegetables)				
			>Dessert (Choices of Fresh fruits, Fruit salad or pastries like cake)				
			>Drinks (Choices of at least 500 ml Bottles Water or 330ml Bottled Natural Juice or 240 ml Canned Juice)				
			No serving of <b>CREAMDORY</b> fish				
			No serving of <b>BAM-E, PANSIT or BIHON (as viand)</b>				
			Strictly <b>NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS &amp; POWDER JUICES</b>				
			<u>AM &amp; PM Snacks</u>				
			>choices of Pasta, Pizza, Sandwiches, Burgers or Native kakanin				
			>Drinks (Choices of at least 500 ml Bottles Water or 330ml Bottled Natural Juice or 240 ml Canned Juice)				
			Strictly <b>NO SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS &amp; POWDER JUICES</b>				
			<b>Other Specifications:</b>				
			>Service provider must attached MENU for the inclusive dates upon submission of Request for Quotation (RFQ)				
			>Food must be delivered between 9:00 AM to 11:00 AM.				

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			>Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast tract 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 activity.				
<b>Approved Budget for the Contract: Php 66,000.00</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>ORD/STU</b>							
<b>PURPOSE : Provision of food and venue for the participants of the activity.</b>							

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