



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. : DSWD7-2023-1191
 Date : September 13, 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 **September 20, 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: Pinamungajan, Cebu
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 every day 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
 Convasser

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: _____

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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
			Provision of Catering Services				
			Title of Activity: Capability Building of LGU Implementers on Replication of Completed Social Technologies (Gender Responsive Case Management)				
1	21	pax	Date: October 23, 2023				
2	21	pax	Date: October 24, 2023				
3	21	pax	Date: October 25, 2023				
4	21	pax	Date: October 26, 2023				
			Venue: Pinamungajan, Cebu				
			Details: Lunch, AM & PM Snacks (should serve as individual pack meals)				
			Lunch Menu:				
			> 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 CREAMDORY fish				
			No serving of BAM-E, PANSIT or BIHON (as viand)				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES				
			AM & PM Snacks				
			>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 NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES				
			Other Specifications:				
			>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.				
Approved Budget for the Contract: Php 67,200.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: ORD/STU							
PURPOSE : Provision of food and venue for the participants of the activity.							

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
Cavasser