



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. : DSWD7-2023-1193-A
 Date : September 22, 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 28, 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: Balamban 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: _____


REINAF LOR 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 **DSWD7-2023-1193-A**
 Date **September 22, 2023**

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	33	pax	Date: November 20, 2023				
2	33	pax	Date: November 21, 2023				
3	33	pax	Date: November 22, 2023				
4	33	pax	Date: November 23, 2023				
			Venue: Balamban, Cebu				
			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 CREAMDORY fish				
			No serving of BAM-E, PANSIT or BIHON (as viand)				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES				
			<u>AM & 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 NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES				
			<u>Other Specifications:</u>				
			>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.				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			>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 66,000.00				"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

REINAFILOR C. VISTO
Cavasser