



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

RFQ No. : DSWD7-2023-1200
 Date : September 12, 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 19, 2023 at 5:00PM.**

Very truly yours,

ENGR. EMMANUEL M. EDLES
 AO VI/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: **DSWD FO VII Convocation Area, Brgy Carreta, Cebu City**
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: _____


REINAFLOR 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: _____

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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							
1			Title of Activity : Elderly Filipino Week Celebration: Walk for Life				
	150	pax	Date : October 2, 2023 AM Snacks and Lunch (Packed) (Php. 400.00 per pax)				
2			Title of Activity : Elderly Filipino Week Celebration: Closing Program				
	180	pax	Date : October 7, 2023 AM Snacks (Packed) (Php. 100.00 per pax)				
			Venue : DSWD FO VII Convocation Area, Brgy Carreta, Cebu City				
			Lunch Menu:				
			> Rice, Soup , 3 main Dishes :(Chicken, Beef /Pork, Fish and vegetable)				
			> Dessert (Preferably Fruits)				
			> Drinks : (Canned Juice)				
			No serving of CREAMDORY fish				
			Strictly NO SOFTDRINKS & POWDER JUICES				
			AM Snacks:				
			> Variation of Pasta, bread and Pastries, / Native Kakanin and natural juices such as Lemon grass, Calamansi/Orange, Buko, Watermelon or Cucumber, etc.)				
			Strictly NO SOFTDRINKS & FLAVORED/POWDERED JUICES				
			(Should be served as individual pack/plated meals)				
			Other Specifications:				
			> Service provider must attached MENU upon submission of Request for Quotation (RFQ).				
			> Food must be delivered between 9:00 AM to 9:30 AM.				
			> Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track 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 meeting.				
Approved Budget for the Contract: Php 86,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:	Person with Disability						
PURPOSE :	For provision of food 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
 Canvasser