



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

RFQ No. : DSWD7-2020-1232
 Date : October 23, 2020

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, Philgeps registration number, Omnibus Sworn Statement for ABC above Php50,000.00, Income Tax Return for ABC above Php500,000.00 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 **October 27, 2020 at 5:00PM.**

Very truly yours,

ROSARIO P. BACONG
 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: **DSWD FOVII Conference room**
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



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

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TIN: _____

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: PACKED MEAL (LUNCH)				
			Title: Public Bidding Activities - Preprocurement Conference / Prebid Conference / Bid Opening relative to Early Procurement Activities (EPA) for CY 2021				
			Venue: DSWD Field Office VII Conference room				
1	15	pax	Date of Activity: October - December 2020				
			****12 meetings / Activities				
			Details: 1 meal (Lunch)				
			Packed Lunch:				
			Rice, 3 main dishes (fish not cream dory, chicken and pork/beef) vegetable				
			Dessert: (preferably fruits) and natural juices				
			Others: Bottled Water				
			Note: Offered menu must be attached in the Request for Quotations. (RFQ)				
			End user to notify the service provider at least 2 days before the date of delivery				
Approved Budget for the Contract: Pp54,000.00							
Change to: Family Sector Funds				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: Administrative Division - Procurement Management Section							

PURPOSE : Meal provision for BAC, BAC Secretariat, and BAC-TWG for the conduct of Public Bidding Activities relative to Early Procurement Activities (EPA) for CY 2021
Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2 Series of 2007.

REINAFLORE C. VISTO

Canvasser

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