



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. : DSWD7-2021-1295  
Date : November 4, 2021

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/Business Permit, Philgeps Registration Number and Latest Income Tax Return (ITR) for Approved Budget for the Contract (ABC) above Php500,000.00 upon submission of quotation. An Omnibus Sworn Statement (OSS) shall be required prior to award for ABC above Php50,000.00.

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; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **November 9, 2021 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: VDRG, Tingub, Mandaue 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: \_\_\_\_\_

  
**JOCELYN P. PADOA**

Convasser

I am interested to quote and agree to the terms and conditions.

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



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Field Office VII, Cebu City

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 TIN: \_\_\_\_\_

RFO No. **DSWD7-2021-1295**  
 Date: **November 4, 2021**

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>				
			<b>Title: Food for Volunteers at VDRC</b>				
			<b>Scope:</b>				
<b>1</b>	<b>1,600</b>	<b>pax</b>	No of Pax:40 volunteers per day for 40 days				
			<p><b>Meal:</b></p> <p>1. Meals must consist of at least two (2) viands with at least two (2) cups of rice and one (1) piece of fruit or three (3) slices of fruit in season. Viands can either be pork, beef, chicken, or fish. Meals provided must not spoil within 12 hours upon delivery when kept at room temperature.</p> <p>2. Meals should include one (1) beverage that can either be bottled juice with a minimum volume of 350 ml per bottle</p> <p>3. Type of packaging/container: Individually packed meal using biodegradable food container with disposable spoon and fork and,</p> <p>4. The supplier should provide at least 30% of the total requested meals to be for the non-pork eaters or vegetarians as required by the NRLMB authorized representative</p> <p><b>Snack:</b></p> <p>1. Snacks should be any of the following: individually sliced cakes, bread, sandwich, burgers that must be individually wrapped/packed, and/or any cooked snacks such as pasta, pancit, and other similar snacks which should be packed using biodegradable food carton box with disposable spoon or fork</p> <p>2. Snacks should include one (1) beverage that can either be bottled water, bottled juice or combinations and with a minimum volume of 350 ml per bottle</p> <p>3. Beverages may be requested to be substituted with 3-in-1 coffee sachets with paper/styro cups and stirrers, as required by end-user/procurement officer and</p> <p>4. The supplier should provide snacks for the non-pork eaters or vegetarians as required by the NRLMB authorized representative</p> <p><b>Additional Requirement:</b></p>				



Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Atleast 5 pax shall be allocated to non-pork eaters per day, number may increase as advised by the end-user 1 day before the scheduled delivery				
			Service provider preferably within Mandaue City or Cebu City to avoid delay in the delivery				
			<b>Payment</b> Billing shall be made weekly				
			<b>Delivery Venue</b> Tingub, Mandaue City				
<b>Approved Budget for the Contract: Php 480,000.00</b>				<b>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</b>			
End User: VISAYAS DISASTER RESOURCE CENTER (VDRC)							

**PURPOSE : Food Provision for Volunteers in VDRC November to December 31, 2021**

*Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.*

JOCELYN P. PADO  
Canvasser

\_\_\_\_\_  
Signature of Supplier/Service Provider/Authorized Representative