



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. : DSWD7-2024-1319
 Date : September 27, 2024

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 **October 2, 2024 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: within Cebu City
- 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: _____

REINAFLO 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 DSWD7-2024-1319
 Date September 27, 2024

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			CATERING SERVICES Only				
			Title: Secretary's Dialogue with the Social Work Students				
1	270	pax	Date: November 22, 2024				
			Details: Packed AM/PM snacks, and Lunch Php. 700.00				
			Venue: within Cebu City				
			Menu: LUNCH <ul style="list-style-type: none"> ▪ Packed Meal: Appetizer, Rice, Soup, 3 main dishes (vegetable, fish, chicken and beef) ▪ Dessert (choice of fresh fruits, fruit salad or pastries like cake) ▪ Drinks: Natural Juice 				
			<ul style="list-style-type: none"> ▪ AM/PM Snacks: Preferably Sandwich, Pizza or Pasta ▪ Drinks: Must be Natural Juices (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber juice) 				
			<ul style="list-style-type: none"> • Strictly NO serving of soft drinks • NO to polystyrene packaging (styrofoam) and plastic. Use of Biodegradable/Eco-friendly packaging such as cardboard for meals/snacks. 				
			Other Specifications: >Service provider must attached MENU upon submission of Request for Quotation (RFQ). >Food must be delivered between 9:00 AM to 11:0 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 189,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: PPD -TAAORSS							
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

REINAFLORES VISTO

 Canvasser