



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. : DSWD7-2023-1345  
 Date : October 6, 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 **October 12, 2023 at 5:00PM.**

Very truly yours,  
  
**ENGR. EMMANUEL M. EDLES**  
 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-RRCY, Candabong, Argao, Cebu
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: \_\_\_\_\_

  
**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: \_\_\_\_\_

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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
<b>PROVISION OF CATERING SERVICES</b>							
<b>Title of Activity : Youth Leadership Training</b>							
1	160	pax	<b>Date: November 22, 2023</b>				
			(Lunch, AM & PM Snacks) Php. 500.00				
2	106	pax	<b>November 24, 2023</b>				
			Lunch (Php. 300.00)				
			<b>Lunch Buffet meals</b> <b>Snacks: AM &amp; PM (Packed Individually)</b>				
			<b>Venue: DSWD-RRCY, Candabong, Argao, Cebu</b>				
			<b>LUNCH Menu :</b> Rice, Soup, 3 main dishes (vegetable, pork, fish, chicken and beef)				
			<b>Dessert:</b> Choices of: fresh fruits, fruit salad or pastries like cake				
			<b>AM/PM Snacks:</b> <i>Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like lemon grass, calamansi, buko, watermelon or cucumber, etc.)</i>				
			<i>Unlimited Supply of Coffee and Purified Drinking Water</i> <i>•Strictly NO serving of cream dory fish, powder juice and soft drinks</i> <i>•Others:</i> <i>Service Provider should attach menu for the inclusive dates upon the submission of RFQ</i>				
<b>Approved Budget for the Contract: Php111,800.00</b>				<b>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</b>			
End User: <b>RRCY</b>							

**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

  
 REINAF LOR C. VISTO  
 Canvasser