



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. : DSWD7-2024-1467

Date : October 23, 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 29, 2024 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: _____

REINAFLORE 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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 Date October 23, 2024

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							
			Title of Activity : Youth Leadership Summit				
1	140	pax	November 26, 2024				
			Venue : DSWD-RRCY , Candabong, Argao, Cebu				
			1. One meal (lunch)-served buffet style 2. Snacks (am/pm)- individually packed				
			Lunch Appetizer, Rice , Soup 3 main dishes (vegetable , pork, fish, chicken and beef) Dessert : Choice of fresh fruits, fruit salad or pastries like cake and natural dishes Drinks : choice of at least 500ml bottled water or 330ml bottled Natural juice or 240 ml Canned Juice No serving of Creamdory fish No serving of Bam-e, Pansit or Bihon (as viand) Strictly no softdrinks and flavored bottled drinks and powdered juices				
			AM/PM Snacks : Variation of pasta, bread, pastries, burger, pizza, native snacks, and natural juice like (lemon grass, calamansi, buko, watermelon or cucumber, etc.)				
			Other Specifications:				
			>Service provider must attached MENU upon submission of Request for Quotation (RFQ).				
			>Food must be delivered between 9:00 AM to 11:00 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 for final menu or any changes.				
Approved Budget for the Contract: Php 70,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:		PSD / RRCY					
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 C. VISTO
 Canvasser