



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. : DSWD7-2024-1583 ✓  
 Date : November 13, 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 **November 18, 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 FO VII, MJ. Cuenco Avenue, Gen. Maxilom, Carreta / Cebu Warehouse, Labangon, Cebu 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: \_\_\_\_\_

  
**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



Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_

RFC DSWD7-2024-1583  
 Date November 13, 2024

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 for the conduct of the following activities</b>				
			<b>HEALTH AND WELLNESS TRAINING PROGRAM FOR DSWD VII SPORTSPERSON</b> ✓				
			Dates: November 25 to 29, 2024 ✓				
			Venue: DSWD FO VII, MJ. Cuenco Avenue, Gen. Maxilom, Carreta / Cebu Warehouse, Labangon, Cebu City ✓				
	75 ✓	pax	Meals: Packed Breakfast, Lunch and Dinner ✓				
			Snacks: AM & PM (Packed) ✓				
			<b><u>Breakfast, Lunch and Dinner Menu:</u></b>				
			> <i>Rice</i> ✓				
			> <i>Soup</i> ✓				
			> <i>2 main dishes</i> (choices of Beef/Pork/Chicken/Fish (fish is not cream dory) ✓				
			> <i>1 main dish : Vegetables</i> ✓				
			> <i>Dessert</i> ✓				
			> <i>Fruits</i> (in replacement of drinks) ✓				
			Drinks: Natural Juices like calamansi, lemon grass or buko (juice container: not in disposable bottle) ✓				
			<b>AM / PM Snacks:</b> ✓				
			> Variation of Pasta, Sandwiches and Pastries, Native Kakanin and Burgers ✓				
			Drinks: Natural Juices like calamansi, lemon grass or buko (juice container: not in disposable bottle) ✓				
			<b>Strictly NO SOFTDRINKS</b> ✓				
			<b>Other Specs:</b>				
			> Service provider will provide Menu upon completion of the RFQ.				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			> Service provider must be with in Cebu City				
			> Service provider must follow the selected menu (based from the menu provided) by the end-user and inform them at hand for any changes prior to delivery.				
<b>Approved Budget for the Contract: Php 562,500.00</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>OFFICE OF THE REGIONAL DIRECTOR</b>							

**PURPOSE :** FODD PROVISION FOR THE PARTOCIPANTS FOR HEALTH AND WELLNESS TRAINING PROGRAM FOR DSWD VII SPORTSPERS

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

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

  
 REINAFLOR C. VISTO  
 Canvasser