



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. : DSWD7-2024-1596  
 Date : November 19, 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 25, 2024 at 4:00PM.**

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: **VDRC, Tingub, Mandaue 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: \_\_\_\_\_

RFC DSWD7-2024-1596  
 Date November 19, 2024

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>Additional Provision of Catering Services for Volunteers at VDRC</b>				
	380	PAX	<b>1 Meal (November - December 2024)</b>				
			Date : Upon Request by End-User				
			Venue: VDRC				
			Meals: Lunch (Individually Packed)				
			<b>Menu:</b>				
			- Rice (2 Cups)				
			- 3 Main Dish: 3 Dish - Choices of Beef /Pork/ Chicken or Fish				
			- <b>Dessert: Fresh Fruits</b>				
			- Drinks: 500ml Bottled Water NO serving of CREAMDORY fish NO serving og BAM-E, PANSIT OR BIHON (as viand) Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDERED JUICE				
			<b>Other Specification:</b>				
			1. Meals provided must not spoil within 12 hours upon delivery when kept at room temperature				
			2. Individually packed meal using biodegradable food container with disposable spoon and fork				
			3. 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 VDRC authorized representative				
			4. Service provider shall preferably be within Mandaue City or Cebu City to avoid delay in the delivery				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			5. End-user to notify the service provider as to the final pax to be ordered atleast 3 days prior to the delivery date				
			6. Service Provider must attach MENU upon submission of the Request for Quotation (RFQ)				
			7. Service Provider must inform the End-User ahead of time for any changes on the menu prior to the delivery				
			8. Service Provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to Fast Track the processing of payment				
Approved Budget for the Contract: Php 152,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: ADMIN/VDRC							

PURPOSE : Food for Volunteers during disaster and preparedness operations

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

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

  
REINAFLO R C. VISTO  
Canvasser