



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. : DSWD7-2023-1607-A
 Date : December 15, 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 **December 19, 2023 at 12:00PM.**

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: **Home For Girls, Labangon, 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 R. 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



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact No.: _____
 PhilGEPS Registration No.: _____
 TIN: _____

RFQ **DSWD7-2023-1607-A** ✓
 Date **December 15, 2023**

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 : Home For Girls 2023 Year End Celebration ✓				
1	25	pax	Date : December 24, 2023 - Dinner (Packed) ✓				
2	50	pax	Date : December 25, 2023 - AM Snacks, Lunch (packed) and PM Snacks ✓				
3	25	pax	Date : December 30, 2023 - Dinner (Packed) ✓				
4	50	pax	Date : December 31, 2023 - AM Snacks, Lunch (packed) and PM Snacks ✓				
			Venue: Home For Girls Room, Labangon, Cebu City ✓				
			Meals : Lunch /Dinner ✓				
			> Rice ✓				
			2 main dish (Choices of: Beef / Pork / Chicken or Fish)				
			> 1 Dish : Vegetables				
			> Dessert (Choices of: Fruits, Cakes or Salads)				
			> Drinks : (Choices of: at least 500 ml Bottled Water, 240ml Canned Juice or 330ml Bottled Natural Juice e.i Lemon/Calamansi/Buko/Cucumber etc.)				
			No serving of CREAMDORY fish				
			No serving of BAM-E, PANSIT or BIHON (as viand)				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES				
			Please specify name of dishes				
			AM / PM Snacks:				
			> Variation of : Pasta, Noodles, Pastries, Native Kakanin, Sandwiches i.e Tuna / Ham & Cheese / Egg with vegetables etc. or Burgers i.e Beef / Chicken / Ham with vegetables, etc.				
			> Drinks : (Choices of at least: 500 ml Bottle water, 240ml Canned Juice 330ml Bottled Fresh Natural Juices i.e Lemon / Calamansi / Buko / Cucumber etc. or coffee / Hot Choco)				
			Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS & POWDER JUICES				
			Other Specifications:				
			> Service provider must attached MENU upon submission of Request for Quotation (RFQ).				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			> Food must be delivered between 9:00 AM to 11:00 AM for AM Snacks and Lunch while Dinner around 5:00 PM				
			> 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 65,000.00 ✓				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: PSD / Home for Girls ✓							
PURPOSE : For provision of food for the participants of the activities							

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