



**REQUEST FOR QUOTATION
 NP-SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2024- 1640 ✓

Date : December 6, 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 **December 10, 2024 at 10:00AM.** ✓

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: **DSWD FO VII, MJ. Cuenco Avenue, Gen.Maxilom, Carreta, DSWD ROC 1, 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
 Carvasser

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 | **DSWD7-2024- 1640**
 Date: **December 6, 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 : Technical Session of CARAGA Information System to DSWD FO 7				
	40	pax	December 11-13, 2024 Details: AM snacks, Lunch and PM snacks				
			Delivery Place: DSWD ROC 1, Cebu City				
			Details: Should be served as Family style				
			Menu: Lunch: Rice, Soup, Vegetables and 3 main dishes (pork, chicken and beef) with Natural juice or at least 330ml canned juice Dessert (choice of fresh fruits, fruit salad or pastries like cake) and natural juice or at least 330ml canned juice AM/PM Snacks: Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber, etc.) Others: * Service Provider shall attach menu for the inclusive dates upon the submission of RFQ. * 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 activity.				
Approved Budget for the Contract: Php 84,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: HRMDD-LDS							

PURPOSE : Provision of accommodation, food and venue for the participants of the Technical Session of CARAGA Information System to DSWD FO 7

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
 Carvasser