**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. : **DSWD7-2022-0219-A**
Date : **June 6, 2022**

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.

**Interested supplier/s are required to submit true copies of their valid Mayor's Permit and Philgeps registration number upon submission of quotation/s. An Omnibus Sworn Statement is required for submission prior to award.**
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 **June 10, 2021 at 5:00 PM.**

Very truly yours,

**ROSARIO P. BACONG**
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 FOVII, Carreta 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 over Printed Name of Supplier / Authorized Representative)

Procurement Form No. 04-A (Annex A)

Annex A

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

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

**RFQ No.:** DSWD7-2022-0219-
**Date:** June 6, 2022

| 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 (PACKED MEALS AND SNACKS)** | | | | |
| | | | **Quarterly Meeting of PSD Staff** | | | | |
| **1** | **60** | **pax** | **August 11, 2022** | | | | |
| **2** | **60** | **pax** | **November 10, 2022** | | | | |
| | | | **Venue: DSWD FO VII, Cebu City** | | | | |
| | | | **Meals: Breakfast and Lunch Packed** | | | | |
| | | | **Snacks: AM & PM (Packed)** | | | | |
| | | | **Details:** | | | | |
| | | | **Breakfast Menu:** | | | | |
| | | | Rice, Soup,<br>2 Main Dish (Choices of Egg & Fish)<br>1 Main Dish: Vegetables<br>Dessert (Choice of Fresh Fruits),<br>Drinks: (Choices of: 3 n 1 Coffee & 500ml bottled water) | | | | |
| | | | **Lunch Menu** | | | | |
| | | | *Rice, Soup,<br>2 main dish:, (Choices of Pork & Chicken)<br>1 Main Dish: Vegetables,<br>Dessert (Choice of : Fruits )<br>Drinks: Choices of: at least 240ml Canned Juice) | | | | |
| | | | **No serving of Creamdory fish**<br>**No serving of BAM-E, PANSIT or BIHON**<br>**Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS** | | | | |
| | | | **AM/PM Snacks:**<br>Variation of Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin<br>Drinks: Choice of: 240ml Canned Juice)<br>Strictly NO SOFTDRINKS & FLAVORED BOTTLED DRINKS | | | | |
| | | | > Service provider must attached Menu upon submission of Request for Quotation (RFQ). | | | | |
| | | | > Food must be delivered between 7:00AM to 11:00AM | | | | |

| Item No. | Qty. | Unit | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|---|---|---|---|---|---|---|---|
| | | | > Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast tract the processing of payments. | | | | |
| | | | > Service provider must inform the End-user ahead of time for any changes in the menu prior to delivery. | | | | |
| | | | > End-user will inform the service provides at least three (3) days prior to the conducted of meeting. | | | | |
| Approved Budget for the Contract: **Php 96,000.00** | | | | **Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.** | | | |
| End User: PROTECTIVE SERVICES DIVISION | | | | | | | |
| Purpose : Provision of food for the participants of PSD meeting | | | | | | | |

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

**REINAFLOR C. VISTO**
Canvasser

Signature of Supplier / Authorized Representative
Over Printed Name