



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. : DSWD7-2022-0341  
 Date : March 21, 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.

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 suppliers 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 **March 25, 2022 at 12:00NN.**

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: **within Tagbilaan City or Nearby Municipalities**
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: \_\_\_\_\_

**HENRIETTA E. HORA**  
 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 \_\_\_\_\_

RFQ: **DSWD7-2022-0541**  
 Date: **March 21, 2022**

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 (PACKED MEAL AND SNACKS)</b>				
			<b>Assistance to Individuals in Crisis Situation</b> <b>Monthly meeting</b>				
1	27	pax	Dates: Every last Friday of the month or the 1st Friday of the succeeding month. (April to December 2022)				
			Target Date: April 1, 2022, April 29, 2022, May 27, 2022, June 24, 2022, July 29, 2022, August 26, 2022, September 30, 2022, October 28, 2022, November 25, 2022, December 30, 2022				
			Venue: within Tagbilaan City or Nearby Municipalities				
			Details: * Lunch (Packed).				
			*Lunch Menu *Rice, Soup. 2 main dish: Choices of Beef / Pork/ Chicken / Fish (Fish is not Creamdory) 1 Main Dish: Vegetables Dessert Fruits (in replacement of drinks) Strictly no Softdrinks				
			Other Specifications:				
			> Service provider will provide Menu upon completion of (RFQ)				
			> Food must be delivered between 10:00AM to 11:00AM.				
			> 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: Php81,000.00</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>Assistance to Individuals in Crisis Situation</b>						

**PURPOSE :** Provision of food for the participants of the meeting.

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

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

**HENRIETTA E. HORA**  
 Carvasser