



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

RFQ No. : DSWD7-2022-0719

Date : April 22, 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 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; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **April 27, 2022 at 5:00PM.**

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 **(please refer Annex A)**
4. Place of Delivery: **VDRC Warehouse Tingub, Mandaue City**
5. Terms of Payment: **within 30 days after completion of delivery and receipt of complete billing documents.**
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 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 No.:

**DSWD7-2022-0719**

Date:

**April 22, 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</b>				
			<b>Title: Supply and Delivery of Pack Meals during the Meetings with VDRC Staff and/or Other Offices for CY 2022</b>				
			Dates:				
1	12	pax	May 13, 2022				
2	12	pax	May 27, 2022				
3	12	pax	June 10, 2022				
5	12	pax	June 24, 2022				
6	12	pax	July 15, 2022				
7	12	pax	July 29, 2022				
8	12	pax	August 12, 2022				
9	12	pax	August 26, 2022				
10	12	pax	Septembver 16, 2022				
11	12	pax	Septembver 30, 2022				
12	12	pax	October 14, 2022				
13	12	pax	October 28, 2022				
14	12	pax	November 11, 2022				
15	12	pax	November 25, 2022				
16	12	pax	December 9, 2022				
17	12	pax	December 23, 2022				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p><b>Packed Meal:</b></p> <p>Menu: Rice, soup, 3 main dishes (vegetable, fish, chicken) fresh fruits, salad, or pastries like cake, etc. and 1 bottled water</p> <p>Note: fish, chicken &amp; beef must be considered in the menu to accommodate health and religious restrictions.</p> <p>Payment: Shall be processed monthly, after delivery</p> <p>***If the date will fall on a holiday, the end -user may nominate another date</p> <p><b>Delivery Venue</b> Brgy Tingub, VDRC Warehouse Mandaue City</p>				
<b>Approved Budget for the Contract: Php 57,600.00</b>				<b>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</b>			
End User: VISAYAS DISASTER RESOURCE CENTER (VDRC)							

**PURPOSE : Food Provision for staff and /or visitor during the monthly 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

  
**REINAF LOR C. VISTO**  
Canvasser