



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. : DSWD7-2023-0811  
 Date : May 25, 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 service providers are required to submit true copies of their valid **Mayor's/Business Permit & Philgeps Registration Number** upon submission of quotation. An **Omnibus Sworn Statement** is required 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 **May 29, 2023 at 10:00AM**.

Very truly yours,

**ENGR. EMMANUEL M. EDLES**  
 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 to Annex A**
4. Place of Delivery: **VDRC, TINGUB, MANDAUE CITY CEBU**
5. Terms of Payment: **within 30 days from the receipt of billing statement.**
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: \_\_\_\_\_

*Bonaparte DCS*  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

I am interested to quote and agree to the terms and conditions.

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



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

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 Company Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 Tin Number: \_\_\_\_\_

RFQ No DSWD7-2023-0811  
 Date: May 25, 2023

| Item No. | Quantity | Unit of Measure | Articles / Descriptions   | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|----------|----------|-----------------|---|--|-------------------------|-----------|------------|
| 1        | 32       | pax             | <b>Provision of Catering Services</b>   |  |                         |           |            |
|          |          |                 | <p><b>Title of Activity :</b><br/>           Refresher Sessions on ISO Processes by the National Resource and Logistics Management Bureau</p> <p>Dates : June 7 - 9, 2023</p> <p>Venue : VDRC, Tingub, Mandaue City</p> <p>Details : Should be served as assisted buffet.</p> <p><b>Menu:</b></p> <p><b>Breakfast:</b> Rice, Soup, 1 dish (vegetable), 2 main courses(choice of fish, chicken and beef) , 1 dessert (preferably fruits), Drinks (coffee or hot chocolate)</p> <p><b>Lunch:</b> Rice, Soup, 1 dish (vegetable), 2 main dishes (choice of fish, chicken and beef)</p> <p><b>Dessert:</b> (Choices of: Fruits or Cakes or Salads)</p> <p><b>Drinks:</b> (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural Juice or 240ml Canned Juice)</p> <p><b>AM/PM Snacks:</b> Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber, etc.)</p> <p><b>No serving</b> of CREAMDORY fish</p> |  |                         |           |            |



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|----------|----------|-----------------|--|--|-------------------------|-----------|------------|
|          |          |                 | <p><b>No serving</b> of BAM-E, PANSIT or BIHON (as viand)<br/> <b>Strictly NO</b> SOFTDRINKS &amp; FLAVORED BOTTLED DRINKS &amp; POWDER JUICES</p> <p><b>Other Specifications:</b></p> <ul style="list-style-type: none"> <li>&gt; Service provider must attached MENU upon submission of Request for Quotation (RFQ)</li> <li>&gt; Breakfast must be ready at 7:00AM<br/>Lunch must be ready at 11:00AM</li> <li>&gt; Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments.</li> <li>&gt; Service provider must inform the End-user ahead of time for any changes in the menu prior to the delivery.</li> <li>&gt; End user will inform the service provider at least three (3) days prior to the conduct of meeting.</li> <li>&gt; Caterer to provide the necessary utensils such as plates, fork, spoon, glass, and the like</li> </ul> |  |                         |           |            |

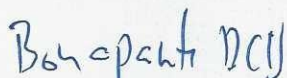
Approved Budget for the Contract: **Php 76,800.00**

End User: **ADMIN/VDRC**

Note:  
 "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.

PURPOSE : **Meals for the Participants and resource persons during Refresher Sessions on ISO Processes**

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

  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

\_\_\_\_\_  
 Signature of Supplier / Authorized Representative  
 Over Printed Name