



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

RFQ No. : DSWD7-2025-0063
 Date : February 03, 2025

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 **February 7, 2025 at 1:00PM.**

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 **on the specified dates in Annex A**
4. Place of Delivery: **DSWD Field Office VII MJ Cuenco Avenue, 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: _____

REINAFLO 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



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

RFQ I: **DSWD7-2025-0063**Date: **February 03, 2025**

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Provision of packed meals & snacks for :				
			Title of Activity : Budget Section Monthly Meeting				
1	15	pax	Details: Every 2nd Wednesday of the month (February - December 2025)				
			Delivery: DSWD Field Office VII MJ Cuenco Avenue, Cebu City				
			Meals: Lunch & PM Snacks (Individually Packed)				
			Menu: Lunch: Rice, Soup, 3 main dish (choices of Beef, pork, chicken, Fish or vegetables) Dessert (choice of fresh fruits or fruit salads) Drinks: (Choices of: at least 240ml Canned Juice or 500ml Bottled Water) Strictly No Soft drinks & Flavored Bottled Drinks No serving of BAM-E, PANSIT OR BIHON as Viand No Serving of CREAMDORY fish :				
			PM Snacks: Variation of pasta, Noodles, Sandwiches, pastries, burgers, native kakanin Drinks: Choices o a t least 240ml Canned and Juice or 500ml Bottled Water) Strictly No Soft drinks & Flavored Bottled Drinks				
			Others: Service Provider shall attach menu for the inclusive dates upon the submission of RFQ. Food must be delivered between 11AM to 12NN for the LUNCH and 2PM to 3PM for the Snack >Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments. >Service provider 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 meeting/activity.				
Approved Budget for the Contract: Php 82,500.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:	FMD-BS						

PURPOSE : **Provision of food for the participants of 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

REINA FLOR C. VISTO
 Canvasser