



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. : DSWD7-2021-0209
 Date : February 16, 2021

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, Philgeps registration number, Omnibus Sworn Statement for ABC above Php50,000.00, Income Tax Return for ABC above Php500,000.00 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 22, 2021 at 5:00PM.**

Very truly yours,

[Signature]
ROSARIO P. BACONG, Jr.

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 **as per advised by end user.**
4. Place of Delivery: DSWD Field Office VII, M.J. Cuenco Avenue corner General Maxilom Avenue,
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: _____

[Signature]
REINAFLO R. 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



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TIN: _____

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	20	pax	PROVISION OF CATERING SERVICES (PACKED LUNCH) Title: Bids and Awards Committee (BAC), Technical Working Group (TWG), Procurement Management Section (PMS) Meetings and Public Bidding Activities – Preprocurement Conference / Prebid Conference / Bid Opening Details: 1 meal (Packed Lunch) Date of Activity: March to December 2021 for 20 meetings As need arises (Schedule of Delivery will be communicated at least 2 days before the activity) Venue: DSWD Field Office VII, M.J. Cuenco Avenue corner General Maxilom Avenue, Carreta, Cebu City, Cebu Details: Lunch: Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/bee), dessert (preferably fruits) and natural juices Others: Purified Drinking Water Should be served as individual packed meals. Strictly no serving of softdrinks. No serving of cream dowry fish				
Approved Budget for the Contract: Pph120,000.00							
End User: Bids and Awards Committee							

PURPOSE : Provision of Food during the conduct of Bids and Awards Committee (BAC), Technical Working Group (TWG), Procurement Management Section (PMS) Meetings and Public Bidding Activities – Preprocurement Conference / Prebid Conference / Bid Opening

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

REINALDOR C. VISTO
Cánvasser

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