



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. : DSWD7-2021-0644
 Date : June 2, 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 **June 7, 2021 at 5:00PM.**

Very truly yours,


ROSARIO P. BACONG f.
 AO V/Head, Procurement Management Section

Terms and Conditions:

- Award shall be made on per: item basis total quoted price lot basis
- Quotation validity shall be not less than **60 calendar days.**
- Good/s or Services shall be delivered **as per advised by end user.**
- Place of Delivery: **DSWD Field Office VII, M.J. Cuenco Avenue corner General Maxilom Avenue, Carreta,**
- Terms of Payment: **within 30 days from the receipt of billing statement/Sales Invoice**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- 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.
- 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: _____

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Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			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				
1	20	pax	Details: 1 meal (Packed Lunch)				
			Date of Activity: July 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/beef), 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: Php120,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
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.


REINAFLOR C. VISTO
 Canvasser

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