



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. : DSWD7-2021-1105  
Date : September 14, 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/Business Permit, Philgeps Registration Number and Latest Income Tax Return (ITR) for Approved Budget for the Contract (ABC) above Php500,000.00 upon submission of quotation. An Omnibus Sworn Statement (OSS) shall be required prior to award for ABC above Php50,000.00.

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 **September 20, 2021 at 5:00PM.**

Very truly yours,

  
**ROSARIO P. BAGONG**  
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 **on the specified dates in Annex A**
- Place of Delivery: Candabong, Binlod Argao
- 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



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 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
<b>PROVISION OF CATERING SERVICES (PACKED MEALS AND SNACKS)</b>							
1	42	pax	<b>STRATEGIC PLANNING WORKSHOP</b>				
			September 22-23, 2021 Meals: 2 meals and 2 snacks				
2	42	pax	<b>STRESS MANAGEMENT</b>				
			October 12 and 13, 2021 Meals: 2 meals and 2 snacks				
3	42	pax	<b>YEAR-END PROGRAM IMPLEMENTATION REVIEW</b>				
			December 7 and 8, 2021 Meals: 2 meals and 2 snacks				
			Details: AM snacks as the first provision and Dinner as the last provision Venue: Candabong, Binlod, Argao Details: PACKED MEALS (Lunch & Dinner), AM Snack & PM Snack Lunch/Dinner: Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices AM/PM Snacks: Variation of pasta, bread, native snacks and natural/local juice such as calamansi, buko, etc. Others: Flowing Coffee/ Purified Drinking Water Should be served as individual pack meals. Strictly no serving of softdrinks.				
Approved Budget for the Contract: Php 201,600.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: RRCY							

PURPOSE : **Provision of Food during the conduct of Strategic Planning Workshop, Staff Development (Stress management ) and Year-end Program Implementation Review**

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

**REINAE LOR C. VISTO**  
 Canvasser

\_\_\_\_\_  
 Signature of Supplier/Service Provider/Authorized Representative