



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

RFQ No. : DSWD7-2024-0635 ✓  
 Date : May 21, 2024

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 **May 27, 2024 at 5:00PM.**

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: Tagbilaran City, Bohol ✓
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: \_\_\_\_\_

**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


 Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_

 RFQ **DSWD7-2024-0635** ✓  
 Date **May 21, 2024**

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Provision of Food for KII and FGD Participants during Field Visits ✓				
			Title of Activity: Beneficiary FIRST 7th Implementation Support Mission (ISM) ✓				
	120	pax	Date: June 4, 2024 ✓				
			Venue: Within Tagbilaran City, Bohol ✓				
			Meal Details: Packed Lunch, AM and PM Snacks (AM snacks as the first provision and PM snacks as the last provision) ✓				
			Menu:				
			Packed Lunch: Rice, Soup, 3 main dishes (pork, fish, chicken and beef) and 1 vegetable dish ✓				
			Desserts: choice of Fresh Fruits or Salads or cakes / pastries Drinks: choice of bottled or canned natural juices ✓				
			Packed AM/PM Snacks: Variation of pasta, bread, pastries, burgers, pizza, native snacks Drinks: choice of bottled or canned natural juices ✓				
			Additional Food Specifications:				
			a. Should be served as an individual pack meals ✓				
			b. No serving of softdrinks ✓				
			c. No use of creamdory for fish dishes, no pancit/bam-i/bihon served as viand ✓				
			Other Specifications:				
			> Service Provider must attach MENU upon submission of Request for Quotation (RFQ) ✓				
			> Food must be delivered between 9:00 am to 11:00 AM ✓				
			> 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 to prior delivery. ✓				
			> End-user will inform the service provider at least three (3) days prior to the conduct of activity the final menu and final drop-off point ✓				
Approved Budget for the Contract: Php 96,000.00 ✓				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>PPD-BFIRST</b> ✓							
PURPOSE : For provision of food for the participants of the activity							

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

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

 REINARLOR C. VISTO  
 Canvasser