

**REQUEST FOR QUOTATION
Small Value Procurement**

RFQ No. : 26 - 0149
Date : February 24, 2026

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS Org. ID No./
Certificate Reference No.: _____
Company TIN : _____

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 basis for non-compliance. Also, 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.

Please submit together with your bid quotation your:

- 1.) Valid Mayor's Permit/Business Permit
- 2.) Valid PhilGEPS Membership/Reg. Number
- 3.) Valid PCAB License (for Infra. only)
- 4.) Latest Income/Business Tax Return (For ABCs above P500K)
- 5.) Duly Notarized Omnibus Sworn Statement (For ABCs above P50K) (downloadable at <https://www.gppb.gov.ph/downloadable-forms>)
- 6.) Certificate of Registration (BIR Form 2303) indicating line of business

Please accomplish and submit this form together with Annex A and all the required documents addressed to **MS. KRISTINE F. FACULLO, BAC Chairperson** at DSWD-NCR Procurement Section, 2nd Floor # 3894 J&T Building Ramon Magsaysay, Brgy. 587 Sta. Mesa Manila or **email to procurement.foncr@dswd.gov.ph** not later than **10:00 A.M. of FEB 27 2026**. Quotations submitted to different email address as stated above shall not be considered for evaluation.

NOTE: Submission of quotation and/or required samples beyond the deadline shall be ground for disqualification.


Very truly yours,


MAY CESARINE L. BAUTISTA
Administrative Officer III
OIC-HEAD, Procurement Section



TERMS AND CONDITIONS:

1. Award shall be made on per: * Item Basis * Total Quoted Price Lot Basis
2. Quotation validity shall be: Sixty (60) calendar days from the deadline of submission of quotations.
3. Good/s shall be delivered within: As per schedule.
4. Place of Delivery: Within Metro Manila
5. Terms of Payment: Payment shall be made once the activity is completed within 15-30 working days.
 Payment through: LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).
 Account Name: _____ Account Number: _____
 Bank Name: _____ Branch: _____
***Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
6. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
7. Suppliers/Service provider shall provide correct and accurate information as required in the RFQ.
8. Any interlineations, erasures or overwriting shall be valid only if these are countersigned by the supplier or the duly authorized representative.
9. For goods, please indicate brand, model and country of origin (if applicable).
10. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
11. Please indicate Warranty: N/A
12. Award of contract shall be **made to the lowest calculated responsive quotations**. In case of two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the BAC shall adopt and employ "draw lots" as tie breaking method in accordance to GPPB Circular 06-2005.
13. **NOTE:** "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."


 JAY ED A. REMOLDORA

 Canvasser

 (Signature over Printed Name)
 Supplier

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Note: "Prospective supplier must be registered at the Philippine Government Procurement System (PhilGEPs). You may visit the PhilGEPs website at www.philgeps.gov.ph to register.

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ANNEX A

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 PhilGEPs Org. ID No./ Certificate Reference No.: _____
 Company TIN : _____

Item No.	Qty.	Unit	Purchaser's Specifications	Total ABC Per Item	Bidder's Specifications/Offers (Please fill out the detailed specifications in the space provided and/or indicate "COMPLETE" for the specifications you can meet)	Unit Cost	Total Cost
1	LOT		Catering Services for the Activity: Regional Management Committee (RMANCOM) Meeting Date: MARCH 10, 2026 Venue: Within Metro Manila No. of Participants: 16 AM Snacks: Chicken Pansit Canton with Buttered Garlic Bread and one (1) 350 ml bottled Pine apple juice Lunch: Beef Steak, Buttered Shrimp and String Beans, Rice, Coffee Jelly and one (1) 350 ml bottled water PM Snacks: Chicken Sandwich with Fries and one (1) 350 ml bottled Pine apple juice	134,400.00			

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			<p>Date: APRIL 7, 2026 Venue: Within Metro Manila No. of Participants: 16</p> <p>AM Snacks: Chicken Spaghetti with Buttered Garlic Bread and one (1) 350 ml bottled Orange juice Lunch: Chicken Pinakbet and Fried Tilapia, Rice, Banana Turon and one (1) 350 ml bottled water PM Snacks: Chicken Macaroni Salad with one (1) 350 ml bottled Orange Juice</p>				
			<p>Date: MAY 5, 2026 Venue: Within Metro Manila No. of Participants: 16</p> <p>AM Snacks: Chicken Palabok with one (1) 350 ml bottled Pomelo juice Lunch: Chicken Adobo with Chicken Ginisang Ampalaya, Rice, Leche Flan and one (1) 350 ml bottled water PM Snacks: Tuna Sandwich with potato chips and one (1) 350 ml bottled Pomelo juice</p>				
			<p>Date: JUNE 2, 2026 Venue: Within Metro Manila No. of Participants: 16</p> <p>AM Snacks: Fresh Lumpia and one (1) 350 ml bottled Pineapple juice Lunch: Beef Kare-Kare, Buttered Shrimp and Mixed Vegetables, Rice, Leche flan, and one (1) 350 ml bottled water PM Snacks: Chicken Sotanghon with Puto and one (1) 350 ml bottled Pine apple juice</p>				
			<p>Date: JULY 7, 2026 Venue: Within Metro Manila No. of Participants: 16 AM Snacks: Chicken Alfredo and one (1) 350 ml bottled Pine apple juice</p>				

			<p>Lunch: Grilled Chicken, Breaded Fish with Alaking Sauce and Buttered Vegetables, Rice, Buko Pandan Jelly and one (1) 350 ml bottled water</p> <p>PM Snacks: Tuna Sandwich with Fries and one (1) 350 ml bottled Pineapple juice</p>				
			<p>Date: AUGUST 4, 2026 Venue: Within Metro Manila No. of Participants: 16 AM Snacks: Miki Bihon with Bread and one (1) 350 ml bottled Pineapple juice Lunch: Roasted Beef, Cream Dory Smazony, with Ginisang Sayote, Rice, Tiramisu and one (1) 350 ml bottled water PM Snacks: Clubhouse Sandwich with potato chips and one (1) 350 ml bottled Pomelo juice</p>				
			<p>Date: SEPTEMBER 1, 2026 Venue: Within Metro Manila No. of Participants: 16 AM Snacks: Chicken Pancit Canton with Buttered Garlic Bread and one (1) 350 ml bottled Pine apple juice Lunch: Savory Chicken, Fish Fillet in Hickory Sauce, and Buttered Vegetables, Rice, Coffee Jelly and one (1) 350 ml bottled water PM Snacks: Chicken Sandwich with Fries and one (1) 350 ml bottled Pine apple juice</p>				
			<p>Date: OCTOBER 6, 2026 Venue: Within Metro Manila No. of Participants: 16 AM Snacks: Chicken Spaghetti with Buttered Garlic Bread and one (1) 350 ml bottled Orange juice Lunch: Chicken Honey Mustard, Breaded Fish Fillet w/Black Beans, and Guisadong Upo, Rice, Banana Turon and one (1) 350 ml bottled water PM Snacks: Chicken Macaroni Salad with Gelatin and one (1) 350 ml bottled Orange Juice</p>				

			<p>Date: NOVEMBER 10, 2026 Venue: Within Metro Manila No. of Participants: 16</p> <p>AM Snacks: Chicken Palabok with Garlic Bread and one (1) 350 ml bottled Pomelo juice Lunch: Chicken Adobo, Dairing na Bangus (Boneless), Grilled Eggplant, Rice, Maja Blanca and one (1) 350 ml bottled water PM Snacks: Tuna Sandwich with potato chips and one (1) 350 ml bottled Pomelo juice</p>				
			<p>Date: DECEMBER 1, 2026 Venue: Within Metro Manila No. of Participants: 16</p> <p>AM Snacks: Chicken Pancit Canton with Buttered Garlic Bread and one (1) 350 ml bottled Pine apple juice Lunch: Beef Steak, Cream Dory with Sweet and Sour Sauce, and String Beans, Rice, Coffee Jelly and one (1) 350 ml bottled water PM Snacks: Aloha Burger and one (1) 350 ml bottled Pine apple juice</p>				
			<p>Date: NOVEMBER 17, 2026 (Special Meeting) Venue: Within Metro Manila No. of Participants: 16</p> <p>AM Snacks: Burger Sandwich and one (1) 350 ml bottled Orange juice Lunch: Chicken Pinakbet and Fried Tilapia, Rice, Leche Flan and one (1) 350 ml bottled water PM Snacks: Chicken Pasta Carbonara one (1) 350 ml bottled Orange Juice</p>				
			<p>Date: DECEMBER 8, 2026 (Special Meeting) Venue: Within Metro Manila No. of Participants: 16</p>				

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		<p>AM Snacks: Chicken Palabok with Garlic Bread and one (1) 350 ml bottled Pomelo juice Lunch: Chicken Adobo with Chicken Ginisang Ampalaya, Rice, Mango Jelly and one (1) 350 ml bottled water PM Snacks: Chicken Sotanghon Guisado and one (1) 350 ml bottled Pomelo juice</p>				
		<p>Note: *Meals should come with complete set of eco-friendly utensils. * Without delivery charge *Provider should deliver the food within Metro Manila. * Schedule of catering service: 10AM, 12NN, and 3PM *Food should be in a hard plastic container with compartment to avoid food leakage. * Food should be Halal/Pork-free *No plastic straw and styro. *Time and final venue of food delivery to be coordinated by the contact person. *Payment shall be made once the activity is completed within 15-30 working days. *Flexibility on change of schedule: Activity date may change, two (2) to three (3) days prior the activity or should there be declaration of suspension of work, force majeure, unavailability of RMANCOM Members, DSWD directives, etc. *No Contact Policy/Delivery (End User vis-a-vis Prospective Bidder) until issuance of approved Purchase Order P.O. Contact Person: JOSEPH KARLO LIM Contact no: 09288282245</p>				
		<p>***Nothing Follows***</p>				
		<p>Approved Budget for the Contract (ABC): Php 134,400.00</p>			<p>Grand Total:</p>	

Please fill out the detailed specifications in the space provided and/or indicate "COMPLY" for the specifications you can meet. Specifications without an initial "COMPLY" will be considered non-compliant.

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PURPOSE : Provision of meals and snacks during the conduct of Regional Management Committee (RManCom) Meeting
PR No. : 2026-02-0058
END-USER : Policy Development and Planning Section

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-NCR, Procurement Section. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.


MYLENE ANNA C. REMALDORA
Canvasser

Signature over Printed Name
Supplier