



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 Field Office VII  
 Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

**REQUEST FOR QUOTATION  
 SHOPPING**

RFQ No. : DSWD7-2024-0378  
 Date : April 19, 2024

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

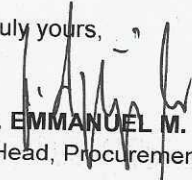
**Sir/Madam:**

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.

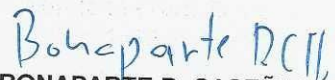
Interested service providers are required to submit true copies of their valid **Mayor's/Business Permit & Philgeps Registration Number** upon submission of quotation.

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 **April 23, 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 **within 30 days calendar from receipt and conformity of Purchase Order.**
4. Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, Cebu City**
5. Terms of Payment: **within 30 days from the receipt of billing statement.**
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: \_\_\_\_\_

  
**BONAPARTE D. CASENAS II**  
 Canvasser

I am interested to quote and agree to the terms and conditions.

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



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII, Cebu City

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

RFQ No. DSWD7-2024-0378

Date: April 19, 2024

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
<b>Supply and Delivery of Training Supplies</b>							
1	15	pack	Assorted Color, Meta cards, 100 piece/pack				
2	200	piece	Plastic Envelope, Long, with Handle and zipper				
3	800	piece	Stenographer, 40-60 leaves Spiral				
4	800	piece	Ballpoint 0.6mm Tip, Black (Ordinary)				
5	800	piece	Ballpoint 0.6mm Tip, Blue (Ordinary)				
6	100	piece	Cartolina Paper - Assorted Colors				
7	10	set	Marker, 6 pcs, (1set) Colors: Black, Red, Green, Blue, Pink, Violet				
8	50	piece	Whiteboard, Broad/Chisel Type, Black, Marker				
9	50	piece	Whiteboard, Broad/Chisel Type, Black, Marker				
10	50	piece	Whiteboard, Broad/Chisel Type, RED, Marker				
11	50	piece	Masking, 24mm, 50 meters length				
12	3	pack	Certificate. Cream color, A4 Size, 50 piece/pack				
13	50	piece	Certificate Holder, A4, Assorted Color, Plastic				
14	5	box	(Pencil) Mongol 1, 12/npx				
15	10	box	Binder Clips, Backfold, 3/4 or 19mm 12 piece/box				
16	10	box	Binder Clips, Backfold, 1" or 25mm 12 piece/box				
17	10	box	Binder Clips, Backfold, 2" or 51mm 12 piece/box				
18	5	piece	All-Purpose, 300G Min with Applicator (Superglue)				
19	200	piece	Horizontal ID Badge with Garterized Lanyard, Hard Transparent Plastic				



Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
20	10	piece	Correction Tape 6mtrs				
21	20	ream	Bond Paper, A4 Size, 70GSM, 216mmX297MM				
22	15	ream	Bond Paper, Legal Size, 70GSM, 216MM X 330MM				
23	3	bundle	Manila Paper, 100s				
24	10	piece	Certificate, Glass Frame, Wooden Sides, A4 Size				
25	20	piece	Signpen, TIP 0.50MM, Black				
26	20	piece	Signpen, TIP 0.50MM, Blue				
27	20	piece	Signpen, TIP 0.50MM, Green				
28	20	piece	Signpen, TIP 0.50MM, Red				
29	10	roll	Double Sided, 1", Tape				
30	10	pack	Sticky Note, Pet Index W/ "Sign Here" Message Flag, Assorted Colors, 45x12MM, 100 Sheets/pack				
31	5	box	Binder Clip, Size: 1 5/8", 12Piece/Box				
32	10	box	MGK Paper Clip, Size: 33MM, 10pack/box				
33	4	box	Plastic, 2 Inch Capacity, 2.75 Inch Base 50 Sets/box, Fastener				
<b>Total:</b>							
<b>Approved Budget for the Contract: Php 59,278.46</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>PANTAWID</b>							
PURPOSE : For CY 2024 Pantawid Region VII Training Materials							

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

*Bonaparte D. Caseñas II*  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

Signature of Supplier / Authorized Representative  
 Over Printed Name