



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. : DSWD7-2024-0551
 Date : April 30, 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 **May 6, 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. CASEÑAS 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. DSWD7-2024-0551

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| Item No. | Quantity | Unit of Measure | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|---|----------|-----------------|---|---|-------------------------|-----------|------------|
| Supply and Delivery of Office Supplies | | | | | | | |
| 1 | 1,050 | ream | Bond Paper, A4 Size, 70GSM, 216mmX297MM | | | | |
| 2 | 500 | pack | Folder with tab, legal, 100 pieces per pack | | | | |
| 3 | 15 | box | Fastener, metal, non-sharp edges, 50 sets per box | | | | |
| 4 | 300 | piece | Correction Tape, 8 meters | | | | |
| 5 | 50 | jar | Glue, all-purpose, 200 grams | | | | |
| 6 | 550 | piece | Signpen, Tip, 03mm, blue | | | | |
| 7 | 250 | piece | Signpen, Tip, 03mm, black | | | | |
| 8 | 250 | piece | Signpen, Tip, 03mm, Green | | | | |
| Total: | | | | | | | |
| Approved Budget for the Contract: Php 625,369.60 | | | | Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. | | | |
| End User: | | PSD-CIS | | | | | |
| PURPOSE : For AICS Use | | | | | | | |

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


BONAPARTE D. CASEÑAS II
 Canvasser

Signature of Supplier / Authorized Representative
Over Printed Name

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