



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. : DSWD7-2024-1218  
 Date : September 18, 2024

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

**Sir/Madam:**

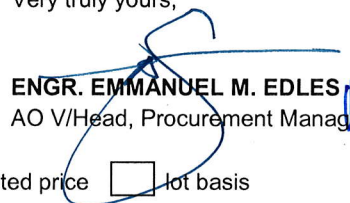
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures 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 **September 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: \_\_\_\_\_

  
**CHARL ALBERT J. TORREFIEL**  
 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: \_\_\_\_\_

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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
<b>Supply and Delivery of Office Supplies</b>							
1	99	pieces	PLASTIC ENVELOPE, LONG, WITH HANDLE AND ZIPPER				
2	792	pieces	COMPOSITION NOTEBOOK, 80 LEAVES				
3	99	boxes	PENCIL, (LEAD) #2 12/BOX				
4	198	pieces	SIGNPEN, TIP 0.50MM, BLACK				
5	198	pieces	SIGNPEN, TIP 0.50MM, BLUE				
6	198	pieces	BALLPOINT 0.6MM TIP, BLACK (ORDINARY)				
7	198	pieces	BALLPOINT 0.6MM TIP, BLUE (ORDINARY)				
8	198	pieces	PERMANENT, BROAD/CHISEL TYPE, BLACK, MARKER				
9	198	pieces	PERMANENT, BROAD/CHISEL TYPE, BLUE, MARKER				
10	198	pad	INTERMEDIATE PAPER, 80 LEAVES				
11	495	pieces	FOLDER, LEGAL, WHITE				
12	495	pieces	FOLDER, SHORT, WHITE				
13	99	pieces	RULER, 12" INCH, TRANSPARENT				
14	99	boxes	CRAYONS, 36 COLORS				
15	99	pieces	GLUE, WHITE, 130G				
16	99	pieces	CORRECTION TAPE, 6 MTRS				
17	198	pieces	ERASER				
<b>Total:</b>							
<b>Approved Budget for the Contract: Php 99,000.00</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>							
<b>PURPOSE :</b> For the conduct of the National Children's Congress (NCC) cum Araw ng Kabataan 2024							

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

  
**CHARL ALBERT J. TORREFIEL**  
 Canvasser

Signature of Supplier / Authorized Representative  
Over Printed Name

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