



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. : DSWD7-2025-0571

Date : April 28, 2025

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/s a duly notarized certification to this effect.

Interested supplier/s are required to submit true copies of their valid **Mayor's Permit & 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; 233-0261; 231-2172 local 17126 or e-mail to **kalahiaf7.procurement23@gmail.com** on or before **May 5, 2025 at 1:00 PM**.

Very truly yours,

ENGR. EMMANUEL M. EDLES

Head, Procurement Management Section

Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Quotation validity shall be not less than **60 calendar days**.
- Good/s or Services shall be delivered within 30 days calendar from receipt and conformity of Purchase Order.
- Place of Delivery: **DSWD Field Office VII, Cebu City**
- Terms of Payment: **within 30 calendar days from the completion of delivery and receipt of Billing Statement / Sales Invoice.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- 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.
- Warranty Period, if applicable: _____

EDLYN S. CANGQUE

Canvasser

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

(Signature over Printed Name of Supplier /
Authorized Representative)



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Field Office VII, Cebu City

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Contact No. _____

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Item No.	Qty.	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	577	ream	Bondpaper, A4 size, 70gsm, 216mm x 297mm				
2	178	box	Bondpaper, Legal size, 70gsm, 216mm x 330mm				
3	347	piece	Sign Pen, Tip 0.50mm, black				
4	338	piece	Sign Pen, Tip 0.50mm, blue				
5	300	piece	Sign Pen, Tip 0.50mm, green				
6	100	bottle	Glue, all-purpose, 200G min with applicator				
7	30	piece	Ballpen, Ballpoint, 0.5mm tip, blue, ordinary				
8	10	pack	Paper, Certificate, Cream Color, A4 size, 500 pcs/pack				
9	40	box	Staple Wire, Standard, No. 35				
10	8	box	Permanent Marker, Black, Broad Tip, 12pcs/box				
11	200	piece	Correction Tape, disposable, 8 meters length, 5mm width				
12	10	piece	Staple Remover, Staple Wire Remover, plier type				
13	3	piece	Ballpen, Ballpoint, 0.5mm tip, red, ordinary				
						Total:	
Approved Budget for the Contract: Php235,358.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: Kalahi							
Purpose :		Office supplies for KC-PMNP training, KC-KKB Pag-abot CEAC & KKB PWD use					

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

EDLYN S. CANGQUE
Canvasser

Signature of Supplier / Authorized Representative
Over Printed Name