



**REQUEST FOR QUOTATION**  
**SHOPPING**

RFQ No. : DSWD7-2024-0346

Date : 03/20/2024

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

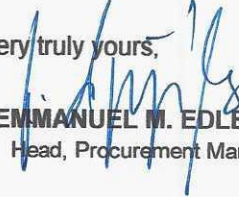
**Sir/Madam:**

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/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](mailto:kalahiaf7.procurement23@gmail.com) on or before **March 26, 2024 at 1:00 pm.**

Very truly yours,  
  
**ENGR. EMMANUEL M. EDLES**  
 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 Field Office VII, Cebu City
5. Terms of Payment: within 30 calendar days from the completion of delivery and receipt of Billing Statement / Sales Invoice.
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: \_\_\_\_\_

  
**EDLYN S. CANGQUE**  
 Convasser

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

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



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

RFQ No.: DSWD7-2024-0346  
Date: 03/20/2024

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_


Contact Person \_\_\_\_\_

Contact No. \_\_\_\_\_

PhilGEPS Registration No.: \_\_\_\_\_

| Item No.  | Qty. | Unit of Measure   | Articles / Descriptions   | Statement of Compliance (State "Comply" or "Not Comply")  | Bidder's Specifications | Unit Cost     | Total Cost |
|---|------|---|---|---|-------------------------|---------------|------------|
| 1   | 700  | PIECE   | NOTEBOOK, STENOGRAPHER, 40 - 60 LEAVES, SPIRAL                        |   |                         |               |            |
| 2   | 700  | PIECE   | BALLPEN .6MM, BLACK   |   |                         |               |            |
| 3   | 20   | ROLL  | TAPE MASKING, 24MM, 50 METERS LENGTH                                  |   |                         |               |            |
| 4   | 20   | ROLL  | TAPE PACKAGING, 48MM, 50 METERS LENGTH                                |   |                         |               |            |
| 5   | 700  | PIECE   | HORIZONTAL ID BADGE WITH GARTERIZED LANYARD, HARD TRANSPARENT PLASTIC |   |                         |               |            |
| 6   | 150  | PACK  | META CARDS, ASSORTED COLORS, 100 PIECE./PACK                          |   |                         |               |            |
| 7   | 6    | PACK  | EXPANDING, KRAFT BOARD, FOR LEGAL SIZE DOCUMENTS, 100 PIECE PER BOX   |   |                         |               |            |
| 8   | 50   | PIECE   | HIGHLIGHTER, FLUORESCENT  |   |                         |               |            |
| 9   | 35   | BOTTLE  | GLUE, ALL-PURPOSE, 130G MIN WITH NOZZLE                               |   |                         |               |            |
| 10  | 150  | PACK  | TRASH BAG , LARGE, 10 PC/PACK   |   |                         |               |            |
| 11  | 100  | PIECE   | CLEARBOOK, SPIRAL, LEGAL SIZE, 23 POCKETS                             |   |                         |               |            |
| 12  | 25   | PACK  | DISPOSABLE PLASTIC CLEAR CUPS 10 OZ/60 OZ, 50PCS/PACK                 |   |                         |               |            |
|   |      |   |   |   |                         | <b>Total:</b> |            |
| Approved Budget for the Contract: <b>Php84,292.50</b> |      |   |   | 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: Tara Basa                                   |      |   |   |   |                         |               |            |
| Purpose :   |      | Capability Building for Tutors and Youth Development Workers office supplies. |   |   |                         |               |            |

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