



REQUEST FOR QUOTATION
SHOPPING

RFQ No. : DSWD7-2023-1232 ✓
 Date : September 4, 2023

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 **September 11, 2023 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
 Cavasser

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.:
Date:

DSWD7-2023-1232
September 4, 2023

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	900	PIECE	NOTEBOOK; STENOGRAPHER, 40 - 60 LEAVES, SPIRAL				
2	900	PIECE	BALLPEN 0.6MM TIP, BLACK				
3	15	ROLL	TAPE; MASKING, 24MM, 50 METERS LENGTH				
4	18	ROLL	TAPE ; PACKAGING, 48MM, 50 METERS LENGTH				
5	900	PIECE	HORIZONTAL ID BADGE WITH GARTERIZED LANYARD, HARD TRANSPARENT PLASTIC				
						Total:	
Approved Budget for the Contract: Php55,800.00				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: KC-KKB							
Purpose : for Psychosocial Activity 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