



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII  
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

**REQUEST FOR QUOTATION  
NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2022-1241  
Date : July 14, 2022

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 and Philgeps Registration Number upon submission of quotation. An Omnibus Sworn Statement shall be required prior to award.**

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 [kc.af7.procurement@gmail.com](mailto:kc.af7.procurement@gmail.com) on or before **July 21, 2022 at 11:00AM**.

Very truly yours,  
  
**ROSARIO P. BACONG**  
AO V/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 30 days upon receipt of the approved sample from the End User.
- Place of Delivery: DSWD Field Office VII, Cebu City
- Terms of Payment: within 30 calendar days from the completion of services 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)



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

RFQ No.: DSWD7-2022-1241

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

Date: July 14, 2022

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

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

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

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	109	piece	<p><b>ADVOCACY MATERIALS</b></p> <p><b>ADVOCAY NOTEBOOK PLANNER</b></p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>-Finished Size: 5.5" (w) x 8.1" (h) planner</li> <li>-Finished Size: 5.8" (w) x 8.54" (h) box</li> <li>-C2S #140 lbs (cover)</li> <li>-C2S #220 lbs (cover)</li> <li>-Bookbinding board #30 gsm board</li> <li>-Bookpaper #70 gsm (inside and flyleaf)</li> <li>-Bookpaper #70 gsm (divider)</li> <li>-Full Color</li> </ul> <p>*No. of pages: 170 including front and back cover; including the 12 pages perforation and 1 page - sticker</p> <p>*Some pages will be dedicated to promotion on DSWD like photos and infographics</p> <p>*Matte Lamination (one-side cover), perfect binding Offset printing</p> <p>*With layouting and close coordination with the Social Marketing Unit</p> <p>Target Date of Delivery: November 2022</p>				
<b>Note:</b>			*Supplier must submit sample finish product within 5 days upon receipt of approved PO before mass production.				
<b>Delivery Term:</b>			within 30 days upon receipt of the approved sample from the End User				
Approved Budget for the Contract: <b>Php244,000.00</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: <b>KC-KKB</b>							

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

\_\_\_\_\_  
Signature of supplier/Authorized Representative over printed name

**EDLYN S. CANGQUE**  
Canvasser