



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

RFQ No. : DSWD7-2022-1242A  
 Date : August 25, 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 **August 31, 2022 at 4:00 pm.**

Very truly yours,

  
**ROSARIO P. BACONG**  
 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 30 days upon receipt of the approved sample from the End User.
4. Place of Delivery: DSWD Field Office VII, Cebu City
5. Terms of Payment: within 30 calendar days from the completion of services 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**  
 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.: DSWD7-2022-1242A

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

Date: August 25, 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	<b>COMMUNITY VOLUNTEER'S FORUM</b> <b>CUSTOMIZED POLO SHIRT WITH KALAHI-CIDSS</b> <b>ADDITIONAL FINANCING BRANDING</b> Specifications: -Material: Polydex -Reactive Cloth -Ribbed collar & armbands -2 Buttons  Sizes: Small - 20 pcs                      X-Large - 5 pcs Medium - 49 pcs                    XX-Large - 5 pcs Large - 25 pcs                      XXX-Large - 5 pcs  Color: Navy Blue  Design: See attached design file					
<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					
<b>Total:</b>								
Approved Budget for the Contract: <b>Php54,500.00</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-NCDDP AF</b>								

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

**EDLYN S. CANGQUE**  
 Carvasser

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



FRONT



BACK



L SLEEVE



R SLEEVE



A handwritten signature or mark in blue ink, located in the bottom right corner of the page.