



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. : DSWD7-2022-1576  
 Date : September 19, 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 supplier/s are required to submit true copies of their **valid Mayor's Permit, Philgeps Registration Number** upon submission of quotation/s. An **Omnibus Sworn Statement** is 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 140 or 148 or e-mail to bac.f07@dswd.gov.ph on or before **September 23, 2022 at 5:00PM.**

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 **within 30 days calendar from receipt and conformity of Purchase Order.**
4. Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
5. Terms of Payment: **within 30 days from the receipt of billing statement.**
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: \_\_\_\_\_

  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

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

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



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

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Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	250	book	<p><b>Printing of Yakap Bayan Program Training Manual</b></p> <p><b>Printing Specifications:</b></p> <p><b>Size</b></p> <ul style="list-style-type: none"> <li>● L: 9.5 inches</li> <li>● W: Approx. 14 inches (spread, with allowance for spine thickness), 7 inches (folded)</li> <li>● H: 0.5 inches</li> </ul> <p><b>Cover Paper</b></p> <ul style="list-style-type: none"> <li>● C2S 220 lbs. coated (both sides)</li> <li>● Color: 4/0 full color matte with spot UV</li> <li>● Lamination: Full color matte with spot UV</li> </ul> <p><b>Inside Pages</b></p> <ul style="list-style-type: none"> <li>● Matte 80 lbs, back to back printing</li> <li>● Color: 4/4 Full color (inside pages)</li> <li>● Binding: Perfect binding</li> <li>● Process: Offset</li> </ul>				
<p><b>Approved Budget for the Contract: Php 190,000.00</b></p>				<p>Note:                      "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</p>			
<p>End User: <b>STU</b></p>							
<p><b>PURPOSE : For Distribution to LGUs Implementing Yakap Bayan Program</b></p>							

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

*Bonaparte D. Caseñas II*  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

Signature of Supplier / Authorized Representative Over  
 Printed Name