



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

RFQ No. : DSWD7-2024-0070A  
 Date : February 14, 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 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.fo7@dswd.gov.ph on or before February 19, 2024 at 9:00AM.

Very truly yours,

  
**ENGR. EMMANUEL M. EDLES**  
 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 **On or before February 20, 2024**
4. Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., 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. CASENAS II**  
 Canvasser

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

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



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

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

RFQ No. **DSWD7-2024-0070A**  
 Date: **February 14, 2024**

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
<b>Supply and Delivery of Awards Plaques</b>							
1	127	piece	<b>8in Height Awards Plaques, diagonal-tapered Design</b> <ul style="list-style-type: none"> <li>• Acrylic, clear</li> <li>• 8in H x 5inW x 1in thick, Approximately</li> <li>• Stand Alone, no base</li> <li>• Laser Engrave Texts</li> <li>• Direct Print Logo</li> </ul>				
2	23	piece	<b>8in Height Awards Plaques, number design</b> <ul style="list-style-type: none"> <li>• Acrylic, clear</li> <li>• 8in H x 5inW x 3/8in thick, approximately with black base</li> <li>• Laser Engrave Texts in gold plate and trim</li> <li>• Direct Print Logo</li> </ul>				
			<b>Other Specifications:</b> <ul style="list-style-type: none"> <li>• Must be delivered on or before February 20, 2024</li> <li>• Actual sample must be presented during the submission of quotation</li> <li>• Approval from the end-user shall be requested prior to mass production</li> </ul>				
<b>Total:</b>							
Approved Budget for the Contract: <b>Php 300,000.00</b>				Note:			
End User: <b>HRMDD-WELFARE SECTION</b>				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
PURPOSE : <b>Awards for DSWD 73nd Anniversary Celebration</b>							

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

**BONAPARTE D. CASEÑAS II**  
 Canvasser

Signature of Supplier / Authorized Representative Over  
 Printed Name

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**Service Award**

presented to

**ANANISA F. AVISO**

In fitting proper recognition for her 10 years of deep commitment, loyal service and unwavering support to the ideals of the company which greatly contributed to its progressive growth and distinguish position in the industry.

February 26, 2024 at Oakridge Hotel, Cebu City

**SHALAINÉ MARIE S. LUCERO, CESO IV**  
Regional Director

A handwritten signature in black ink, appearing to be 'ANANISA F. AVISO', is located in the bottom right corner of the page.





**Service Award**  
presented to  
**LIGAYA G. DAEL**  
In fitting proper recognition for her 15 years of deep commitment, loyal service and unwavering support to the ideals of the company which greatly contributed to its progressive growth and distinguish position in the industry.  
February 26, 2024 at Oakridge Hotel, Cebu City  
**SHALAINÉ MARIE S. LUCERO, CESO IV**  
Regional Director



Awards this

*Best Support  
Office*

to

**GENERAL SERVICES  
SECTION**

Given this 26th of February 2024  
in Cebu City, Philippines

During the 73rd DSWD Anniversary  
Celebration

SHALAYNE MARIE S. LUCERO  
Regional Director

