



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. : **DSWD7-2024-0330**

Date : **March 18, 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 **March 22, 2024 at 5:00PM.**

Very truly yours,

ENGR. EMMANUEL M. EDLES

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 **please refer to Annex A**
- Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, Cebu City**
- Terms of Payment: **within 30 days from the receipt of billing statement.**
- 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: _____

Bonaparte D. Casenas II
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)



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. DSWD7-2024-0330

Date: March 18, 2024

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Production of DSWD Angels and Red Vests Advocacy Campaign Materials				
1	2,606	piece	One - Fold Card Specifications: <ul style="list-style-type: none"> • Paper Materials: Preferably coated paper • Paper: Vellum or C2S-220 GSM • Paper Thickness: 250 GSM • Size: Width 10" x Height 5" • Printing: Full Color, Back to back, one fold. 				
2	2,606	piece	Button Pin Specifications: <ul style="list-style-type: none"> • Round button pin printed with Angels in Red Vests logo • 1.75" (4.45 cm) • Glossy Finish 				
3	2,606	piece	Angels in Red Vests Logo Patch Specifications: <ul style="list-style-type: none"> • Embroidered Patch • Size: 4" width 				
4	2,606	piece	Plastic Pouch for Packaging Specifications: <ul style="list-style-type: none"> • OPP Plastic with Adhesive only • With printed sticker • 5.5" x 5.5" or bigger 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Note: All design and/or layout will be provided by the Social Marketing Unit. Supplier must provide mock-up copy for approval prior to mass production. <ul style="list-style-type: none"> • Supplier should be within Cebu • Must be delivered 30 days after approval of mock-up copy. 				
Total:							
Approved Budget for the Contract: Php 487,768.12				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: ORD-SMU							
PURPOSE : Production of DSWD ARV Merchandise							

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


BONAPARTE D. CASENAS II
 Canvasser

Signature of Supplier / Authorized Representative Over
 Printed Name

(page 2 of 2)