



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. : **DSWD7-2024-0540**

Date : **April 29, 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 **May 3, 2024 at 5:00PM.**

Very truly yours, *[Signature]*

**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: \_\_\_\_\_

*[Signature]*  
**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)



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Field Office VII, Cebu City

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

RFQ No. DSWD7-2024-0540

Date: April 29, 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>Production of DSWD Angels in Red Vests Advocacy Campaign Materials</b>				
1	2,780	piece	<b>One - Fold Card</b> <b>Specications:</b> <ul style="list-style-type: none"> <li>• Paper Materials: Preferably coated paper</li> <li>• Paper: Vellum or C2S-220 GSM</li> <li>• Paper Thickness: 250 GSM</li> <li>• Size: Width 10" x Height 5"</li> <li>• Printing: Full Color, Back to back, one fold.</li> </ul>				
2	2,780	piece	<b>Button Pin</b> <b>Specications:</b> <ul style="list-style-type: none"> <li>• Round button pin printed with Angels in Red Vests logo</li> <li>• 1.75" (4.45 cm)</li> <li>• Glossy Finish</li> </ul>				
3	2,780	piece	<b>Angels in Red Vests Logo Patch</b> <b>Specications:</b> <ul style="list-style-type: none"> <li>• Embroided Patch</li> <li>• Size: 4" width</li> </ul>				
4	2,780	piece	<b>Plastic Pouch for Packaging</b> <b>Specications:</b> <ul style="list-style-type: none"> <li>• OPP Plastic with Adhesive only</li> <li>• With printed sticker</li> <li>• 5.5" x 5.5" or bigger</li> </ul>				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p><b>Note:</b> 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.</p> <ul style="list-style-type: none"> <li>• Must be delivered 30 days after approval of mock-up copy.</li> </ul>				
<b>Total:</b>							
Approved Budget for the Contract: <b>Php 484,748.60</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>ORD-SMU</b>							
<b>PURPOSE : Production of DSWD ARV Merchandise</b>							

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

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Details  
Items.

1. One- fold Card

### OUTER PRINT



### INNER PRINT

Ikaw ay isang Angel in Red Vest!  
Naglingkod nang may totoo love  
at sa buong mundo.  
Ginagawa ang lahat mula sa puso.

#Angelsinredvests  
#BawatbuhayMahalagaSaBawat

2. Button Pin

2" BUTTON PIN



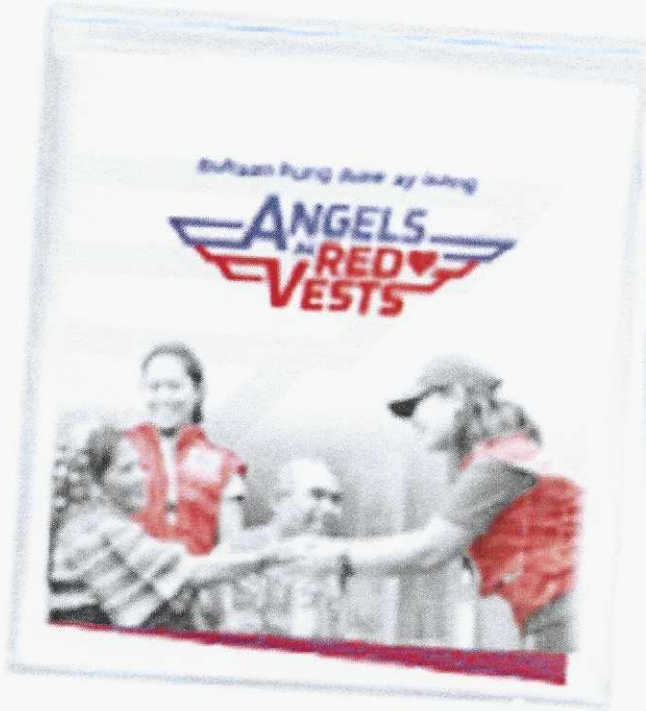
3. Angels in Red Vests Logo Patch

EMBROIDERED PATCH



or  
or

4. Plastic Pouch for Packaging



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