



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

RFQ No. : DSWD7-2024-0656
 Date : May 24, 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 28, 2024 at 1:00PM.**

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 **please refer to Annex A**
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. 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. **DSWD7-2024-0656**
 Date: **May 24, 2024**

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
Supply and Delivery of Token (Journal and Pen Set)							
1	140	piece	<p>Specification:</p> <ul style="list-style-type: none"> • Journal: A5 size, brown leatherette with magnetic strap, with engraved DSWD Logo, lined journal with 100 sheets and 80 gsm per sheet (Print size: 2" x 3") • Pen: Gold and Black ballpoint pen, with gold print logo (Print Size: 1mm x 2mm) • Black Gift Box: with DSWD Logo (Pint Size: 2" x 3") <p>Note: The Journal and pen should fit in the box.</p> <p>Proffing and delivery schedule:</p> <ul style="list-style-type: none"> • 1st Proofing - within 1 week upon receipt of Purchase Order (PO) • Final Proofing - within 1 week after the 1st Proofing • Delivery - within 1 week after approval of the final proofing 				
Approved Budget for the Contract: Php 70,000.00				<p>Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</p>			
End User: PANTAWID							
PURPOSE : For the Conduct of the Annual Local Chief Executives (LCE) Consultation Dialogue							

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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Department of Social Welfare and Development

Field Office 7 - Central Visayas