



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

RFQ No. : DSWD7-2024-0833
Date : June 11, 2024

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS Registration No.: _____

Sir/Madam:

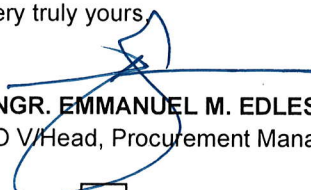
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures 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, and Latest Income Tax Return** 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 **June 18, 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 **within 30 days calendar from receipt and conformity of P.O.**
- 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: _____


CHARL ALBERT J. TORREFIEL
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. **DSWD7-2024-0833**
 Date: **June 11, 2024**

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	199,998	piece	Supply and Delivery of DSWD Payout Envelope				
			Specifications: Dimension: W-24 cm x H-10.5 cm Printing: Full Color with gummed end flap Note: All design and/or layout will be provided by th Social Marketing Unit. Supplier must provide mock-up copy for approval prior to mass production. Supplier must be within Metro Cebu. Must delivered within 30 days from receipt of Purchase Order.				
Approved Budget for the Contract: Php 999,990.00				Note:			
End User: ORD-SMU				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
PURPOSE : For DSWD Program beneficiaries payout envelope.							

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

CHARL ALBERT J. TORREFIEL
 Canvasser

 Signature of Supplier / Authorized Representative Over
 Printed Name

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DSWD
Department of Social Welfare and Development
Field Office 7 - Central Visayas



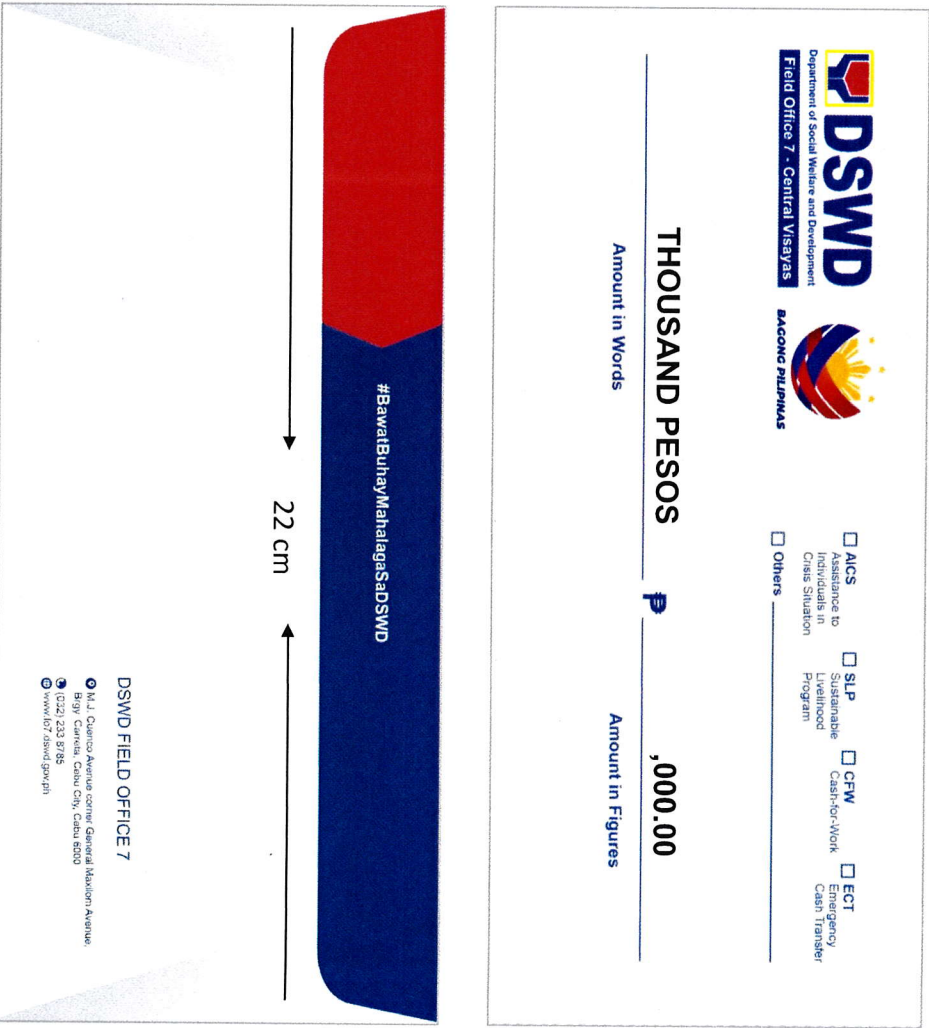
- ACS Assistance to Individuals in Crisis Situation
- SLP Sustainable Livelihood Program
- CFW Cash-for-Work
- ECT Emergency Cash Transfer
- Others _____

THOUSAND PESOS ₱ _____

Amount in Words _____

Amount in Figures _____

Head Office: 701 M.L. Quezon Avenue, Cebu City, Cebu 6000
 Tel: (032) 233 9785
 Fax: (032) 233 9788
 Email: dswd@dswd.gov.ph
 www.dswd.gov.ph



24 cm

10.5 cm

22 cm

3 cm

DSWD FIELD OFFICE 7
 M.L. Quezon Avenue corner General Makalambak Avenue,
 Brgy. Camarita, Cebu City, Cebu 6000
 (032) 233 9785
 www.dswd.gov.ph