



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

RFQ No. : DSWD7-2024-0834
 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 and 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 **June 18, 2024 at 5:00PM.**

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 **within 30 days calendar from receipt and conformity of P.O.**
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: _____


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. DSWD7-2024-0834
 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	1	lot	<p>Provision of Postage and Courier Services</p> <p>Requirements:</p> <ol style="list-style-type: none"> 1. Nationwide postage and courier services for documents/records. 2. Documents for mailing to be picked up at DSWD Field Office VII located at cor. M.J. Cuenco and General Maxilom Avenues, Cebu City every working days, except on Saturday and Sunday. 3. Pick up period is during Wednesdays and Fridays at 3:00pm. 4. In case pick up day will fall on holiday/special non-working holiday, service provider will pick up mails during the next working day. 5. In case of urgent matters, DSWD Field Office VII can make a request call to service provider to pick up mails anytime of the day from Monday to Saturdays. 6. Mailing will be packed on either of the following three (3) parcels depending on the volume of documents: <ol style="list-style-type: none"> a. Small b. Medium c. Large 7. Bill to DSWD FO VII every month. 8. Payment will be within 30 working days upon receipt of billing statement. 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>9. The Approved Budget for the Contract (ABC) is Php 60,000.00 for the year 2024.</p> <p>10. The contract will end or stop when the ABC has been depleted/consumed on or before December 31, 2024 or regardless of any remaining balances of the ABC on December 31, 2024, the contract will still end or stop.</p> <p>11. Aside from determining the service provider's compliance to technical capability, financial compliance shall also be determined through the average price of the mailing parcels and coverage as basis for the Lowest Calculated and Responsive Quotation.</p> <p>12. Average Price- sum of the quoted price of serviceable coverage plus sum of the quoted price of out of town coverage over six (6)</p>				
Approved Budget for the Contract: Php 60,000.00				Note:			
End User: Records and Archives Mngt. Section				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
PURPOSE : For mailing services that includes Registered Mail of DSWD FO VII for the year 2024.							

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

(page 2 of 2)