



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

RFQ No. : DSWD7-2024-1309
 Date : September 28, 2024

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

Sir/Madam:

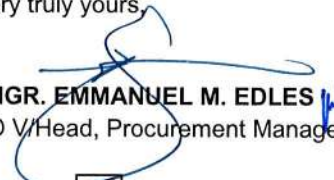
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures 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 **October 02, 2024 at 12:00PM**

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: **Regional Haven for Women, AVRC Compound, Camomot Franza Road, Brgy. Labangon, 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. DSWD7-2024-1309
 Date: September 28, 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 and Delivery of Advocacy Campaign Materials | | | | |
| | | | Title: 18-Day CAMPAIGN TO END VAW Celebration Advocacy Campaign Materials Date of Activity: November 25, 2024 Date of Delivery: November 18, 2024 | | | | |
| 1 | 194 | piece | Planner Specifications: Size: 7.5" x 9.5 " (spread size: W-14" L-9.5") <ul style="list-style-type: none"> • Cover: Matte • Inside Page: Matte • Binding: Perfect Binding • Full-color printing • Cover and insert page content design will be provided | | | | |
| 2 | 100 | piece | Foldable Umbrella Specifications: <ul style="list-style-type: none"> • 23 inches foldable umbrella • Color: Orange • Material: Pongee with metal ribs and shafts • Design: Printed • 18-Day Campaign to End VAW Logo & DSWD and Bagong Pilipinas Logo | | | | |
| 3 | 15 | piece | Polo Shirt Specifications: <ul style="list-style-type: none"> • 2 buttons; ribbed collar and cuff sleeves • Type of Fabric: pinhead/lacoste • Color: White <hr/> <ul style="list-style-type: none"> • Logo • Size: Mens Fit 2XL | | | | |

| Item No. | Quantity | Unit of Measure | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|---|----------|-----------------|---|--|-------------------------|-----------|------------|
| | | | XL: 3 pcs Large: 4 pcs Medium: 4 pcs Small: 4 pcs Extra Small | | | | |
| | | | Note: Supplier must provide a sample of the printed planner, polo shirt, and umbrella for approval before mass production. | | | | |
| Total: | | | | | | | |
| Approved Budget for the Contract: Php 56,900.00 | | | | Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. | | | |
| End User: ComBased Women | | | | | | | |
| PURPOSE : Purchase of advocacy campaign materials for the 18-day campaign to end VAW celebration. | | | | | | | |

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)

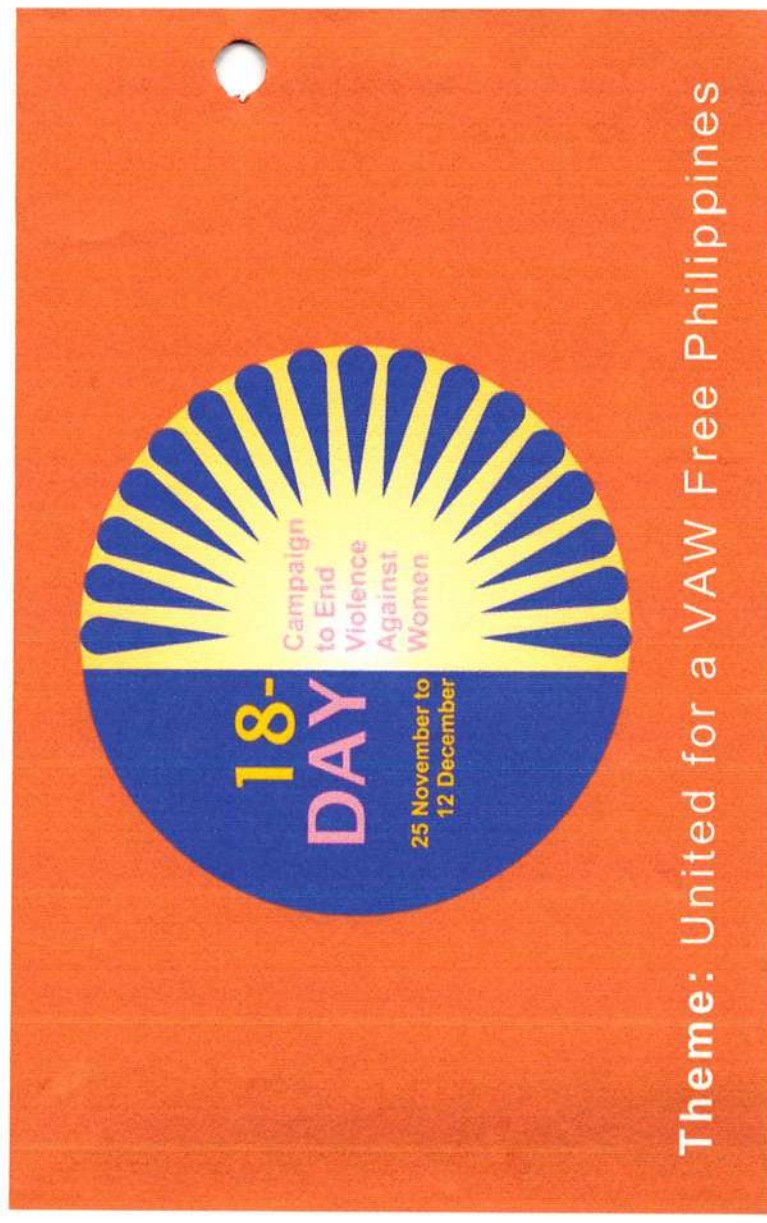
7 1/2"



2025 PLANNER

2/16

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2025

JANUARY

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

FEBRUARY

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | |

MARCH

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

APRIL

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

MAY

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

JUNE

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

JULY

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

AUGUST

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

SEPTEMBER

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

OCTOBER

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

NOVEMBER

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

DECEMBER

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

CALENDAR

01 | JANUARY 2025



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|--------|---------|-------------------|
| | | | 1 New Year's Day |
| 5 | 6 | 7 | 8 |
| 12 | 13 | 14 | 15 |
| 19 | 20 | 21 | 22 |
| 26 | 27 | 28 | 29 Lunar New Year |

| THURSDAY | FRIDAY | SATURDAY | REMINDERS |
|------------------|--------|----------|----------------------------------|
| 4 | 5 | 6 | |
| 11 | 12 | 13 | |
| 18 | 19 | 20 | |
| 25 Christmas Day | 26 | 27 | |
| | | | |

12 | DECEMBER 2025



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|--|-------------------|----------------------|
| | 1 | 2 | 3 |
| 7 | 8 Feast of the Immaculate Conception | 9 | 10 |
| 14 | 15 | 16 | 17 |
| 21 | 22 | 23 | 24 |
| 28 | 29 | 30 Rizal's Day | 31 New Year's Eve |

| THURSDAY | FRIDAY | SATURDAY | REMINDERS |
|----------|--------|----------|----------------------------------|
| 2 | 3 | 4 | |
| 9 | 10 | 11 | |
| 16 | 17 | 18 | |
| 23 | 24 | 25 | |
| 30 | 31 | | |

02 | FEBRUARY 2025



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|--------|---------|-----------|
| | | | |
| 2 | 3 | 4 | 5 |
| 9 | 10 | 11 | 12 |
| 16 | 17 | 18 | 19 |
| 23 | 24 | 25 | 26 |

| THURSDAY | FRIDAY | SATURDAY | REMINDERS |
|----------|--------|----------|----------------------------------|
| | | 1 | |
| 6 | 7 | 8 | |
| 13 | 14 | 15 | |
| 20 | 21 | 22 | |
| 27 | 28 | 29 | |
| | | | |

11 | NOVEMBER 2025



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|------------------|--------|---------|-----------|
| | | | |
| 2 All Soul's Day | 3 | 4 | 5 |
| 9 | 10 | 11 | 12 |
| 16 | 17 | 18 | 19 |
| 23 | 24 | 25 | 26 |
| 30 Bonifacio Day | | | |

| THURSDAY | FRIDAY | SATURDAY | REMINDERS |
|----------|--------|----------|----------------------------------|
| | | 1 | |
| 6 | 7 | 8 | |
| 13 | 14 | 15 | |
| 20 | 21 | 22 | |
| 27 | 28 | | |

03 | MARCH 2025



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|----------------|---------|-----------|
| | | | |
| 2 | 3 | 4 | 5 |
| | | | |
| 9 | 10 | 11 | 12 |
| | | | |
| 16 | 17 | 18 | 19 |
| | | | |
| 23 | 24 | 25 | 26 |
| | | | |
| 30 | 31 Eid Al-Fitr | | |

| THURSDAY | FRIDAY | SATURDAY | REMINDERS |
|----------|--------|----------|-------------------------|
| 2 | 3 | 4 | |
| | | | |
| 9 | 10 | 11 | |
| | | | |
| 16 | 17 | 18 | |
| | | | |
| 23 | 24 | 25 | |
| | | | |
| 30 | 31 | | |

10 | OCTOBER 2025



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|--------|---------|-----------|
| | | | 1 |
| 5 | 6 | 7 | 8 |
| 12 | 13 | 14 | 15 |
| 19 | 20 | 21 | 22 |
| 26 | 27 | 28 | 29 |

| THURSDAY | FRIDAY | SATURDAY | REMINDERS |
|----------|--------|----------|----------------------------------|
| | | 1 | |
| 6 | 7 | 8 | |
| 13 | 14 | 15 | |
| 20 | 21 | 22 | |
| 27 | 28 | 29 | |
| | | | |

04 | APRIL 2025



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|--------|---------|----------------|
| | | 1 | 2 |
| 6 | 7 | 8 | 9 Day of Valor |
| 13 | 14 | 15 | 16 |
| 20 | 21 | 22 | 23 |
| 27 | 28 | 29 | 30 |

| THURSDAY | FRIDAY | SATURDAY | REMEMINDERS |
|----------|--------|----------|----------------------------------|
| 4 | 5 | 6 | |
| 11 | 12 | 13 | |
| 18 | 19 | 20 | |
| 25 | 26 | 27 | |
| | | | |

09 | SEPTEMBER 2025



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|--------|--------------|-----------|
| | 1 | 2 | 3 |
| 7 | 8 | 9 Osmeña Day | 10 |
| 14 | 15 | 16 | 17 |
| 21 | 22 | 23 | 24 |
| 28 | 29 | 30 | |

| THURSDAY | FRIDAY | SATURDAY | REMEMINDERS |
|--------------------|----------------|------------------|----------------------------------|
| 3 | 4 | 5 | |
| 10 | 11 | 12 | |
| 17 Maundy Thursday | 18 Good Friday | 19 Holy Saturday | |
| 24 | 25 | 26 | |
| | | | |

05 | MAY | 2025



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|--------|---------|-----------|
| | | | |
| 4 | 5 | 6 | 7 |
| 11 | 12 | 13 | 14 |
| 18 | 19 | 20 | 21 |
| 25 | 26 | 27 | 28 |

| THURSDAY | FRIDAY | SATURDAY | REMINDERS |
|---------------------|--------|----------|----------------------------------|
| | 1 | 2 | |
| 7 | 8 | 9 | |
| 14 | 15 | 16 | |
| 21 Ninoy Aquino Day | 22 | 23 | |
| 28 | 29 | 30 | |
| | | | |

08 | AUGUST 2025



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|------------------------|---------|-----------|
| | | | |
| 3 | 4 | 5 | 6 |
| 10 | 11 | 12 | 13 |
| 17 | 18 | 19 | 20 |
| 24 | 25 National Heroes Day | 26 | 27 |
| 31 | | | |

| THURSDAY | FRIDAY | SATURDAY | REMINDERS |
|-------------|--------|----------|----------------------------------|
| 1 Labor Day | 2 | 3 | |
| 8 | 9 | 10 | |
| 15 | 16 | 17 | |
| 22 | 23 | 24 | |
| 29 | 30 | 31 | |

06 | JUNE 2025



| SUNDAY | MONDAY | TUESDAY | WEDNESDAY |
|--------|--------|---------|-----------|
| 1 | 2 | 3 | 4 |
| 8 | 9 | 10 | 11 |
| 15 | 16 | 17 | 18 |
| 22 | 23 | 24 | 25 |
| 29 | 30 | | |

| THURSDAY | FRIDAY | SATURDAY | REMINDERS |
|---------------------|--------------|----------|-------------------------|
| 5 | 6 Ed Al-Adha | 7 | |
| 12 Independence Day | 13 | 14 | |
| 19 | 20 | 21 | |
| 26 | 27 | 28 | |
| | | | |

19 "

FRONT VIEW



UPPER VIEW



BACK VIEW



aw
R



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