



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

RFQ No. : DSWD7-2024-1309A  
 Date : October 03, 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 08, 2024 at 2:00PM**.

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 **please refer to Annex A**
- Place of Delivery: **Regional Haven for Women, AVRC Compound, Camomot Franza Road, Brgy. Labangon, 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


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

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 and Delivery of Advocacy Campaign Materials</b>				
			<b>Title: 18-Day CAMPAIGN TO END VAW Celebration Advocacy Campaign Materials</b>  Date of Activity: November 25, 2024 Date of Delivery: November 18, 2024				
1	124	piece	<b>Planner</b> <b>Specifications:</b> <b>Size: 7.5" x 9.5 " (spread size: W-14" L-9.5")</b> <ul style="list-style-type: none"> <li>• <b>Cover:</b> Matte</li> <li>• <b>Inside Page:</b> Matte</li> <li>• <b>Binding:</b> Perfect Binding</li> <li>• Full-color printing</li> <li>• Cover and insert page content design will be provided</li> </ul>				
2	100	piece	<b>Foldable Umbrella</b> <b>Specifications:</b> <ul style="list-style-type: none"> <li>• 23 inches foldable umbrella</li> <li>• <b>Color:</b> Orange</li> <li>• <b>Material:</b> Pongee with metal ribs and shafts</li> <li>• <b>Design:</b> Printed</li> <li>• 18-Day Campaign to End VAW Logo &amp; DSWD and Bagong Pilipinas Logo</li> </ul>				
3	15	piece	<b>Polo Shirt</b> <b>Specifications:</b> <ul style="list-style-type: none"> <li>• 2 buttons; ribbed collar and cuff sleeves</li> <li>• <b>Type of Fabric:</b> pinhead/lacoste</li> <li>• <b>Color:</b> White</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• <b>Logo</b></li> <li>• <b>Size:</b> Mens Fit</li> </ul> XL: 3 pcs				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Large: 4 pcs Medium: 4 pcs Small: 4 pcs <b>Note:</b> Supplier must provide a sample of the printed planner, polo shirt, and umbrella for approval before mass production.				
<b>Total:</b>							
Approved Budget for the Contract: <b>Php 56,900.00</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>ComBased Women</b>							
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

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