



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

RFQ No. : DSWD7-2024-1472A  
 Date : October 29, 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 **November 04, 2024 at 10:00AM**.

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: \_\_\_\_\_

  
**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. **DSWD7-2024-1472A**  
 Date: **October 29, 2024**

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 Polo Shirt</b>							
1	105	pcs	Red Polo Shirt				
2	69	pcs	Black Polo Shirt				
			<p><b>Specifications:</b></p> <p><b>Polo Shirt:</b> 2 buttons; ribbed collar &amp; cuff sleeves</p> <p><b>Type of fabric:</b> 100% cotton, pinhole</p> <p><b>Logos:</b></p> <ul style="list-style-type: none"> <li>&gt; DSWD Logo embroidered on the upper left side of the shirt (front side)</li> <li>&gt; Bagong Pilipinas Logo embroidered at the upper back portion of shirt</li> <li>&gt; Inclusive of lay-out (design to be given by the end user).</li> </ul> <p><b>Size:</b> Mens Fit</p> <ul style="list-style-type: none"> <li>* See attached quantity per size reference</li> <li>&gt; Supplier must provide sample of the printed polo shirt for approval prior to mass production.</li> </ul> <p><b>Other Terms and Conditions:</b></p> <ul style="list-style-type: none"> <li>&gt; Submit sample embroidery with prescribed dimensions of the Logos upon submission of RFQ (please see attached picture)</li> <li>&gt; Supplier must be within Metro Cebu for close coordination.</li> </ul> <p>Delivery: DSWD FO VII within 15 calendar days upon receipt of purchase order.</p>				
<b>Total:</b>							
<b>Approved Budget for the Contract: Php 104,400.00</b>				<b>Note:</b>			
End User: <b>PSD-SFP</b>				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
<b>PURPOSE :</b> Purchase of Advocacy Shirt for SFP Stakeholders.							

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

*Charl Albert J. Torrefiel*  
**CHARL ALBERT J. TORREFIEL**  
 Canvasser

Signature of Supplier / Authorized Representative Over  
 Printed Name



**DSWD**

Department of Social Welfare and Development

Field Office 7 - Central Visayas

4in

1.5in



2.5in

**BAGONG PILIPINAS**

2.5in

**Red Polo Shirt – 105 pieces**

<b>SIZES</b>	<b>QUANTITY PER SIZE</b>
Small	45
Medium	30
Large	18
XL	10
XXL	2

**Black Polo Shirt – <sup>69</sup>105 pieces**

<b>SIZES</b>	<b>QUANTITY PER SIZE</b>
Small	30
Medium	17
Large	10
XL	9
XXL	3



**Red Polo Shirt – 105 pieces**

SIZES	QUANTITY PER SIZE
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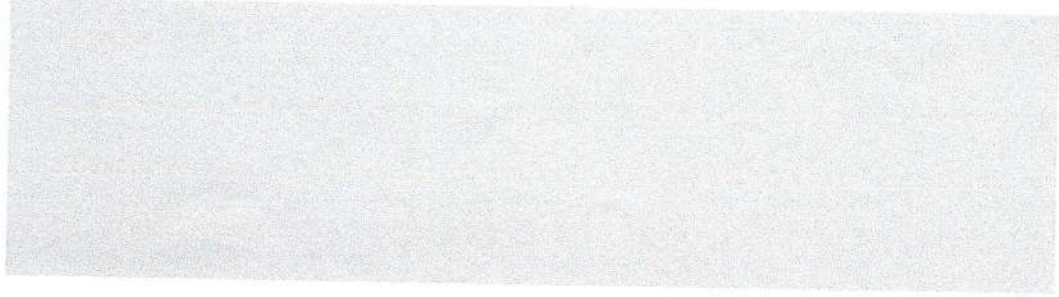


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NOURISH THE CHILD, NOURISH THE FUTURE. (2).png



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