



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Field Office VII
 Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2024-1582
 Date : November 13, 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 **November 18, 2024 at 05:00PM.**

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: **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. **DSWD7-2024-1582** ✓
 Date: **November 13, 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 Polo Shirt ✓					
1	160	pcs	Blue Polo Shirt ✓					
			<p>Specifications:</p> <p>Polo Shirt: 2 buttons; ribbed collar & cuff sleeves</p> <p>Type of fabric: 100% cotton, pinhole</p> <p>Logos:</p> <ul style="list-style-type: none"> > Supplementary Feeding Program Logo embroidered on the upper left side of the shirt (front side) > DSWD Logo and Bagong Pilipinas Logo embroidered at the upper back portion of shirt > Caption: NOURISH THE CHILD, NOURISH THE FUTURE is embroidered at the lower (middle) back portion of the shirt. ✓ > Inclusive of lay-out (design to be given by the end user). <p>Size: Mens Fit</p> <ul style="list-style-type: none"> * See attached quantity per size reference > Supplier must provide sample of the printed polo shirt for approval prior to mass production. <p>Other Terms and Conditions:</p> <ol style="list-style-type: none"> 1. Submit sample embroidery with prescribed dimensions of the Logos upon submission of RFQ (please see attached picture) 2. Supplier must be within Cebu Province for close coordination. <p>Delivery: DSWD FO VII within 15 calendar days upon receipt of purchase order.</p>					
Total:								
Approved Budget for the Contract: Php 112,000.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.				
End User: PSD-SFP								
PURPOSE : 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
 Canvasser

 Signature of Supplier / Authorized Representative Over
 Printed Name