



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. : DSWD7-2024-1592
 Date : November 21, 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 26, 2024 at 4:00PM.**

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: **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: _____


BENJAMINE LIM
 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. DSWD7-2024-1592
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Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	50	sets	<p>Supply and Delivery of RJJWC VII Training Tokens</p> <p>RJJWC VII TRAINING - TOKENS OF APPRECIATION FOR RESOURCE PERSONS AND PANELIST</p> <p>Curated Gift Set A</p> <p>Contents (any similar):</p> <p>1pc Journal Notebook/Notepad, Material: Paper, Size:11.5*7cm</p> <p>1pc 4oz Scented Candle (preferred scent white tea/ peppermint or any similar)</p> <p>2pc 3ml Travel Size Shea Hand Cream (any scent)</p> <p>2pc individual sachet Tea Bag, 2 grams (any flavor)</p> <p>1pc milk chocolate bar, 100g</p> <p>3pc Affirmation Stickers (or similar)</p> <p>Packaging:</p> <p>Material: Rigid/set-up box or lid wooden box</p> <p>With non plastic fillers (any color)</p> <p>With tri-color ribbon (yellow, blue and white) wrap around the gift box</p> <p>With blank gift card</p>				
<p>Approved Budget for the Contract: Php 100,000.00</p> <p>End User: RJJWC VII</p> <p>PURPOSE : Additional Tokens of Appreciation for the Resource Persons and the panelist for the inerpillar Dialouge on November 28, 2024</p>				<p>Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</p>			

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

Signature of Supplier / Authorized Representative Over _____
 Printed Name


BENJAMINE LIM
 Canvasser