



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. : DSWD7-2025-0049
 Date : January 22, 2025

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) 887-9720; 233-0261; 231-2172 local 140 or 110 or e-mail to bac.fo7@dswd.gov.ph on or before **January 27, 2025 at 5:00PM**.

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 **within 30 days calendar from receipt and conformity of P.O.**
- 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: _____


CHAR 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.: DSWD7-2025-0049

Date: January 22, 2025

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost
1	1	lot	Provision of Postage and Courier Services			
			Parameter of Serviceable Coverage:			
			a. Small (max. Php 100.00)			
			b. Medium (max. Php 125.00)			
			c. Large (max. Php 150.00)			
			Parameter of Out of Town Coverage:			
			a. Small (max. Php 115.00)			
			b. Medium (max. Php 140.00)			
			c. Large (max. Php 160.00)			
			Specifications:			
			1. Nationwide postage and courier services for documents/records.			
			2. Documents for mailing to be picked up at DSWD Field Office VII located at cor. M.J. Cuenco and General Maxilom Avenues, Cebu City every working days, except on Saturday and Sunday.			
			3. The pick-up period is scheduled every Fridays at 3:00 PM.			
			4. In case pick up day will fall on holiday/special non-working holiday, service provider will pick up mails during the next working day.			
			5. In case of urgent matters, DSWD Field Office VII can make a request call to service provider to pick up mails anytime of the day from Monday to Saturdays.			
			6. Mailing will be packed on either of the following three (3) type of parcels depending on the volume of documents (service and out-town coverage):			
			a. Small			
			b. Medium			
			c. Large			

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost
			<p>7. Submit monthly billing statements to DSWD FO VII every first week of the succeeding month.</p> <p>8. Payment will be within 30 working days upon receipt of billing statement.</p> <p>9. The Approved Budget for the Contract (ABC) is Php 80,000.00 or until the amount is exhausted.</p> <p>10. The contract shall terminate once the contract amount is fully depleted or consumed.</p> <p>11. Aside from determining the service provider's compliance to technical capability, financial compliance shall also be determined through the average price of the mailing parcels and coverage as basis for the Lowest Calculated and Responsive Quotation.</p> <p>12. The average price is calculated by adding the total quoted price for serviceable coverage and the total quoted price for out-of-town coverage, divided by the number of items.</p>			
Approved Budget for the Contract: Php 80,000.00				Note:		
End User: Records and Archives Mngt. Section				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.		
PURPOSE : For mailing services that includes Registered Mail of DSWD FO VII for CY 2025.						

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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