



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. : DSWD7-2025-0260
 Date : March 12, 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 17140 or 171110 or e-mail to bac.fo7@dswd.gov.ph on or before **March 17, 2025 at 05:00PM**.

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: _____


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

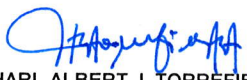
Company Name _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 PhilGEPS Registration No.: _____
 Tin Number: _____

RFQ No.: DSWD7-2025-0260
Date: March 12, 2025

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Supply and Delivery of Awards Plaques				
1	15	piece	PRAISE Award Double Layer black base Size: 10 inches x proportion 10mm clear acrylic Clear sticker with backing vinyl				
2	335	piece	Loyalty Award 10mm Clear Acrylic Box Type Base with Sticker Clear Sticker with Backing Vinyl Sticker Size: 11 inches x proportion Glass Finish				
3	1	piece	Service Award 10mm Clear Acrylic Box Type Base with Sticker Clear Sticker with Backing Vinyl Sticker Size: 11 inches x proportion Glass Finish				
4	6	piece	PANATA Award HALL OF FAME Double Layer black base Size: 15 inches x proportion 10mm clear acrylic Clear sticker with backing vinyl				
5	22	piece	Awardees Double Layer black base Size: 10 inches x proportion 10mm clear acrylic Clear sticker with backing vinyl				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
6	42	piece	CITATIONS 10mm Clear Acrylic Box Type Base with Sticker Clear Sticker with Backing Vinyl Sticker Size: 11 inches x proportion Glass Finish				
			Other Specifications: *Must be delivered on or before April 1, 2025 *Actual sample must be presented during the submission of quotation *Approval from the end-user shall be requested prior to mass production Note: To be delivered on or before April 01, 2025 Please see the attached images				
Approved Budget for the Contract: Php 931,000.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: HRMDD							
PURPOSE : Awards for DSWD 74th Anniversary 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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PLAQUES

Loyalty Award



MS



10mm Clear Acrylic
 Box Type Base w/ Sticker
 Clear Sticker w/ Backing Vinyl Sticker
 Size: 11 inches x proportion
 Glass Finish

f

Service Award #1



10mm Clear Acrylic
 Box Type Base w/ Sticker
 Clear Sticker w/ Backing Vinyl Sticker
 Size: 11 inches x proportion
 Glass Finish



Handwritten initials: PW

