



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. : **DSWD7-2025-0577**
Date : **April 25, 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 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **April 28, 2025 at 1:00PM**.

Very truly yours,



ENGR. EMMANUEL M. LDLES

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: _____

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.: DSWD7-2025-0577

Date: April 25, 2025

| Item No. | Quantity | Unit of Measure | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|--|----------|-----------------|---|---|-------------------------|-----------|------------|
| 1 | 500 | set | Provision of Customized Advocacy Fun Run Singlet with Race bib Title of Activity: DSWD FO VII Sports Fest 2025: Health and Wellness in Motion May 1, 2025 Venue: Within Metro Cebu Details: Singlet: 100% polyester fabric, sleeveless, collarless, lightweight, and stretchy Race bib: A5 size, 100% polyester, at least 160gsm Specifications: Provision of customized Sleeveless Singlet shirt with sublimation print and bib number with no. 1 to no. 500 *Extra Small- 30 *Small- 50 *Medium- 100 *Large- 140 *XL- 100 *2 XL 50 *3 XL 30 (Please see attached design) Note: *Must be delivered a day before the activity *Supplier must be within Metro Cebu | | | | |
| Total | | | | | | | |
| Approved Budget for the Contract: Php 75,000.00 | | | | Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. | | | |
| End User: ADMIN DIVISION | | | | | | | |
| PURPOSE : Provision of Customized Advocacy Fun Run Singlet with Race bib for the DSWD FO VII Sports Fest 2025: Health and Wellness in Motion | | | | | | | |

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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Signatory: Emmanuel Mascardo Edles

Digital Identity: 0x98D9Ca34e475B6fE0cE225D4A188c8cce572466a

Email: eman.edles@gmail.com

Document: 2025-0577-ADMIN-Provision of Customized Advocacy Fun Run Singlet with Race bib

Timestamp: 2025-04-25 20:48:56 (UTC+08:00)

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Timestamp: 2025-04-25 20:50:34 (UTC+08:00), Public IP: 175.176.65.234

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Timestamp: 2025-04-25 20:58:54 (UTC+08:00), Public IP: 175.176.65.234

Signed by Emmanuel Mascardo Edles

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The document has been completed

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