



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. : DSWD7-2025-0583

Date : April 30, 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 service providers are required to submit true copies of their valid **Mayor's/Business Permit & Philgeps Registration Number** upon submission of quotation. 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 **May 05, 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 calendar days from receipt and conformity of P.O.**
- Place of Delivery: **DSWD Field Office VII, 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


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Company Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Contact No. \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_  
Tin Number: \_\_\_\_\_

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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	425	set	<b>Supply and Delivery of Canvas Tote Bag with Item inclusions listed below</b>  <b>Canvas Tote Bag</b> - with Socpen Logo(front) and DSWD Field Office VII Logo (Back) -Color: All white (body and handle) -Body Size: 12 inches(width), 14 inches(height) -Handle Size: 1.5 inches(width), 10 inches(height) -Bottom Size: 3 inches -Photographic Printing (Direct to Film) Including: <b>a)Durable and automatic 3-folds umbrella</b> - Color: Black or assorted colors - With DSWD Field Office Logo and Socpen Logo - Material: Nylon <b>b)Notebook Size, Planner</b> <b>c)Cebu delicacies:</b> choices of Otap/Rosquillos individually packed in 1/2 kilo				
Approved Budget for the Contract: <b>Php 425,000.00</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>SOCPEN</b>							
PURPOSE : To be distributed during the following activities: a)"Orientation on Manual of Operations of Social Pension Program for Indigent Senior Citizens on May 19-23, 2025 b) "Orientation on the New Liquidation Process of Socpen, CIS and SFP" And Supplemental Feeding Program (SFP) on May 27-28, 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

## WHITE CANVAS TOTE BAG



FRONT



BACK

*Handwritten signature or mark.*



or



**#BawatBuhayMahalagaSaDSWD**

**FOLLOW DSWD ON FACEBOOK**  
for legit news and information



**@dswdserves**



*Handwritten signature*