



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. : **DSWD7-2025-0772**

Date : **May 26, 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.

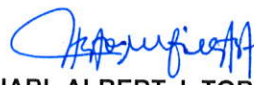
Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 887-9720; 233-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **May 30, 2025 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 Purchase Order.**
- 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

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

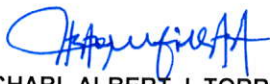
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Date: May 26, 2025

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Production and Delivery of Advocacy Materials				
1	370	pieces	SLP Notepad Specifications: Cover: cardboard type paper Spread Size: A4 landscape Paper Size: A5 padded paper (portrait) Number of leaves: 150 leaves Layout: DSWD will provide the layout				
2	680	pieces	SLP Fan Specifications: Material: C2S, 180 LBS Shape: Round with plastic handle Diameter: 10 inches Print: Full Color Printing Finished: Matte Finish Layout: DSWD will provide the layout				
3	150	pieces	3TI Posters Specifications: Material: cardboard type, 120-150 gsm Orientation: Portrait Print: Full Color Printing, Matte Size: A3 or 18" (W) x 24"(H) Layout: DSWD will provide the layout.				
4	8	set	SLP Roll-Up Banners Specifications: Material: 3mm Tarpaulin Orientation: Portrait Size: 3ft x 6 ft Layout: DSWD will provide the layout. With free installation on Roll-Up Mechanism				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
5	8	set	Roll-Up Banners Specifications: Material: 3mm Tarpaulin Orientation: Portrait Size: 3ft x 6 ft Layout: DSWD will provide the layout. With Free installation on Roll-Up Mechanism				
6	2	set	Portabooth Specifications: Material: PVC Type, collapsible with metal frame/siding Measurements: Overall- Height - 40", Depth- 16", Width- 32" Signboard- Height- 8", Width- 31" Note: Prior to mass production, the service provider must submit a sample copy (mock-up) for end user's approval. The sample copy must have the signature of the end user and the date approved. The service provider must deliver the items 30 days after the approval of the sample. Supplier must be within Metro Cebu.				
Total:							
Approved Budget for the Contract: Php 157,500.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: ORD-SMU							
PURPOSE : Printing of Advocacy Materials							

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

FRONT COVER



BACK COVER



INSIDE PAGE

W/A



DSWD FIELD OFFICE 7 - CENTRAL VISAYAS

MJ. Cuenco Avenue corner General Maxilom Avenue,
Cebu City

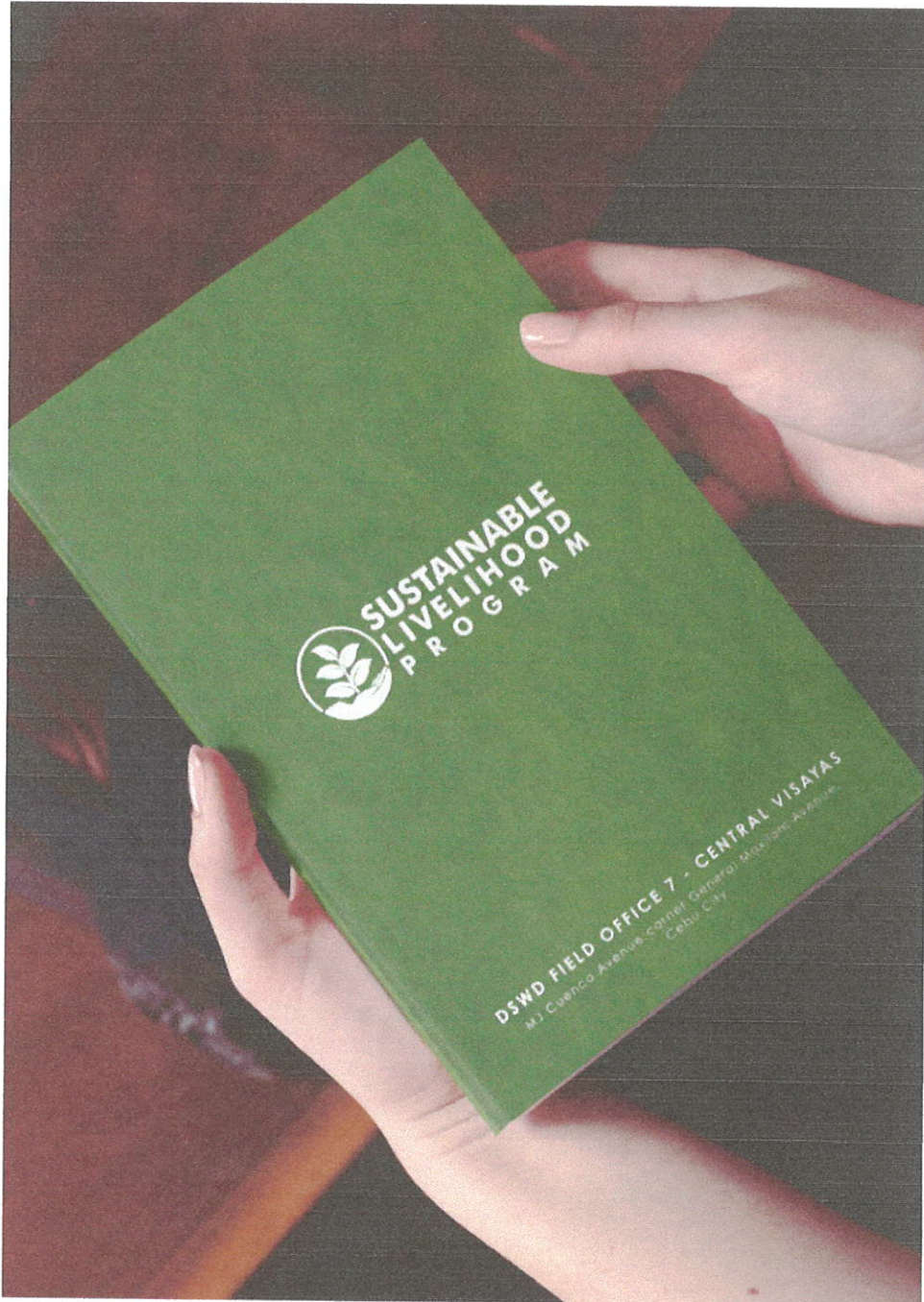
in
to



*Sulong Kabuhayan,
tungo sa Pagyabang!*

#SustainableLivelihoodProgram #BawatBuhayMahalagaSaDSWD

or
8



on
7/10

SLP FLYER FAN

FRONT



BACK



Aron mahibaw-an ang

LATEST UPDATES SA DSWD



Palihog i-scan, i-like, ug i-follow!

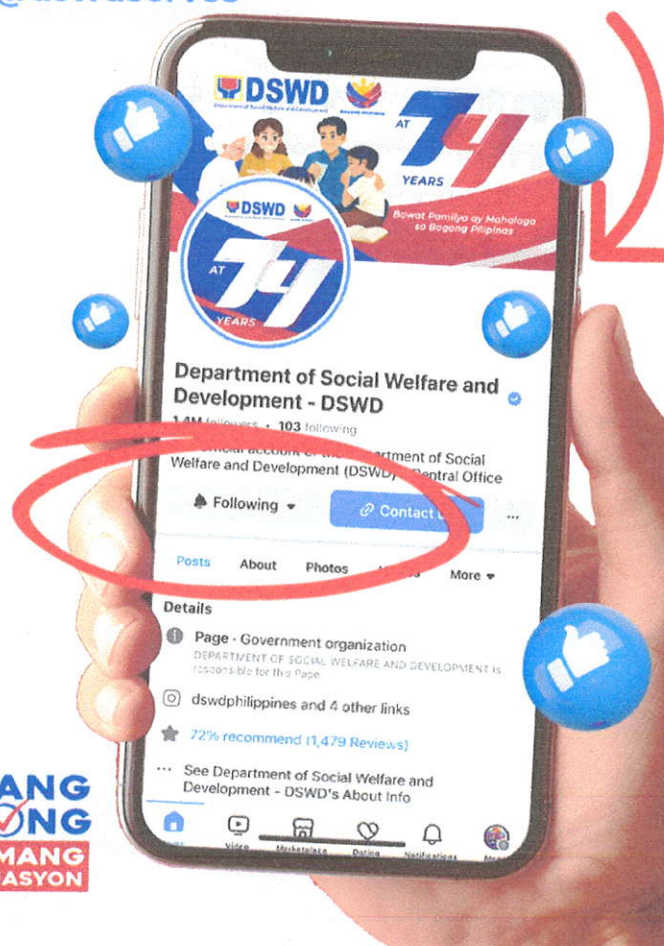


Mga pamaagi:

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- 2 I-click ang 'Follow'

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**TAMANG
TULONG**
SA TAMANG
IMPORMASYON





#BawatBuhayMahalagaSaDSWD



SUSTAINABLE
LIVELIHOOD
PROGRAM

#SustainableLivelihoodProgram



Unsa ang Sustainable Livelihood Program?

Ang Sustainable Livelihood Program o SLP
usa ka capability-building program
sa Department of Social Welfare and
Development (DSWD) nga nagtumong sa
pagpataas sa sukdan sa panginabuhi
sa mga kabus, huyang, ug nga pamilya
ug komunidad pinaagi sa mga tabang nga
may kalabutan sa pagpalambo sa mga
kahanas, kasinatian, ug abilidad sa mga
partisipante padulong sa mapuslanong ug
malungtaron nga negosyo ug panarbaho.

Handwritten signature in blue ink

*Sulong Kabuhayan,
tungo sa Pagyabong!*

Aron mahibaw-an ang

LATEST UPDATES SA DSWD

Palihog i-scan, i-like, ug i-follow!

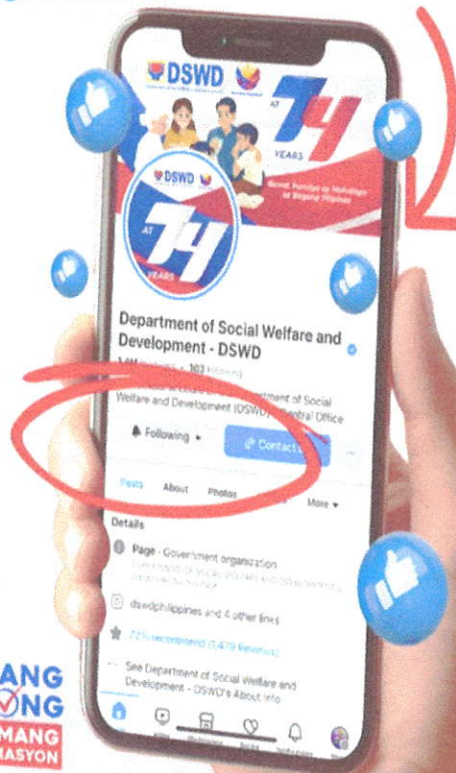


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**TAMANG
TULONG**
SA TAMANG
IMPORMASYON



PORTABLE BOOTH

SPECIFICATIONS:

Material : PVC Type,
collapsible with metal
frame/siding with
casing/bag

Measurements:

Over-all – Height- 40 “ ,
Depth – 16” , Width – 32”
Signboard – Height – 8” ,
Width – 31”

