



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. : DSWD7-2025-0899
Date : June 13, 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.

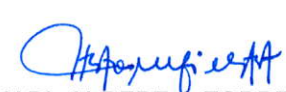
Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 887-9720; 233-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **June 17, 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. _____
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Tin Number: _____

RFQ No.: DSWD7-2025-0899

Date: June 13, 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	120	pieces	Notebook Specifications: - Hard cover with Case - Full color printing - Perfect Binding - 120 sheets - writing area with thin gray lines - Size: 6in x 8.5in (spread size: W 115' x L 8.5') - offset printing Layout, logos, and QR to be provided by end-user				
2	141	pieces	Foldable Fans with Pouch Specifications: - Full color - White fan with blue outer lining - blue pouch - digital printing Layout and logo will be provided by end-user				
3	200	pieces	Laminated Paper Fans Specifications: - c2s 180 lbs - laser cutted heart shaped fan - 10 inches in estimated diameter - glossy finish - offset printing Layout, logos, and QR to be provided by end-user				
4	500	set	Paper Bags Specifications: - Paper: Fold cote 18gsm - Size: 8in x 10in x 4in - Spread size: 25in x 15in Print 4/0 (Full colors - one side) - Process: CtP (Computer to Plate) Technology - Offset Printing - Finishing: Matte Lamination one side die cut die mould, assembly, adhesive with cords and rivets Layout, logos, and QR to be provided by end-user				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
5	230	set	Tumblers ✓ Specifications: ✓ - 500 ml ✓ - Stainless steel ✓ - Vacuum Insulated ✓ - at least 6 hours hot and cold ✓ - Full-color ✓ - Digital UV Printing ✓ Layout, logos, and QR to be provided by end-user ✓ Note: Designs and/or layout will be provided by the end-user. Supplier must provide mock-up copy for approval prior to mass production. ✓				
Total:							
Approved Budget for the Contract: Php 171,525.00 ✓				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: INNOVATIONS ✓							
PURPOSE : For Innovations Division Caravan ✓							

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

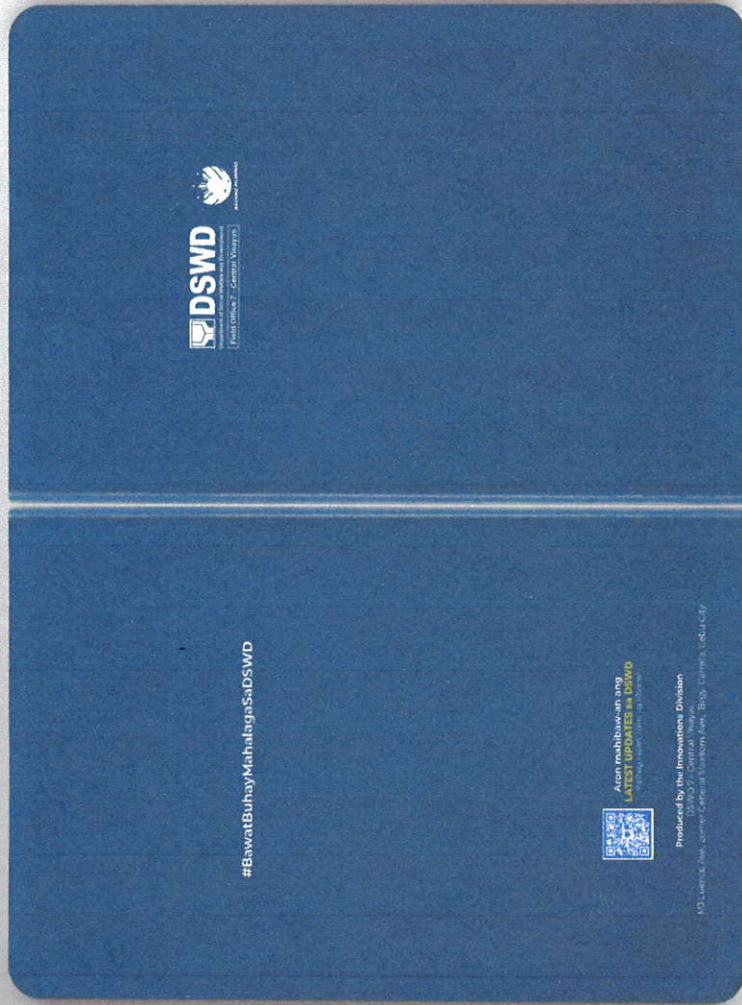
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Notebooks

Hard cover layout

BACK

FRONT



Notebook case/jacket layout

BACK

FRONT



Specifications

- Hard cover with Case
- Full color printing
- Perfect Binding
- 120 sheets
- writing area with thin gray lines
- Size: 6in x 8.5in (spread size: W 11.5' x L 8.5')
- offset printing

Layout, logos, and QR to be provided by end-user

W 7

Round Foldable Fans

FRONT

BACK



Handwritten signature/initials.

Specifications

- Full color
- White fan with blue outer lining
- blue pouch
- digital printing
- *Layout, logos, and QR to be provided by end-user*

Laminated Fans

FRONT

BACK



Ang Pag-abot Program ay isang Komprehensibong Programa na naglalayong makatulong at mabigyan ng nararapat na serbisyo o intervention ang mga pamilya at indibidwal pati ang mga nasa buherableng sector gaya ng mga bata, senior citizen at Persons with Disabilities na nasa lansangan.

Nais din ng programa na malangat ang kalagayan ng bawat benepisaryo tungo sa isang maayos at produktibong pamumuhay.

LAYUNIN NG PROGRAMA

- Mayroon na pakikipagkatalungan sa mga NGA's, Civil Society Organization at Local na Pamahalaan.
- Magtatag ng sistema at mga pamamaraan ng Pag-abot Program sa mga target na benepisaryo na nakaaangkin sa katarungan pangkalahatan at mga pangumabaling kinakailang panalo.
- Pangasiwaan ang pagbibigay ng mga serbisyo at iba pang mga interbensiyon batay sa pagtatasa.
- Mapadali ang pagbibigay serbisyo ng mga ahensyang tagapagpasaad ng proyekto o programa sa unang bahagi ng implementasyon ng proyekto.
- Magtatag ng mga mekanismo na magtataguyod ng pakikipag-ugnayan at pakikilahok ng komunidad sa bukas palad na nagpupunta sa mga taong nangangailangan, mga taong walang trabaho, mga indibidwal at pamilyang namimihay sa bansang.

TARGET NA BENEPISYARYO

- Bata • Pamilya • Indibidwal na nasa lansangan



Makibahagi sa
aming adbokasiya



DSWDPagabot



8-931-9141

pagabotprogram@dswd.gov.ph



DSWD
Department of Social Welfare and Development
Building the Resilient Philippines

#BawatBuhayMahalagaSaDSWD

Specifications

- c2s 180 lbs
- laser cutted heart shaped fan
- 10 inches in estimated diameter

- glossy finish
- offset printing
- Layout to be provided by end-user**

Paper Bags

FRONT



BACK

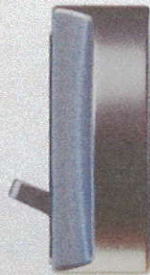


Specifications

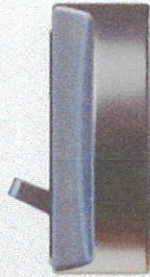
- Paper: Fold cote 18gsm
- Size: 8in x 10in x 4in
- Spread size: 25in x 15in Print 4/0 (Full colors - one side)
- Process: CtP (Computer to Plate) Technology
- Offset Printing
- Finishing: Matte Lamination one side die cut die mould, assembly, adhesive with cords and rivets
- Layout, logos, and QR to be provided by end-user**

Tumblers

FRONT



BACK



Specifications

- 500 ml
 - Stainless steel
 - Vacuum Insulated
 - at least 6 hours hot and cold
 - Full-color
 - Digital UV Printing
- Layout, logos, and QR to be provided by end-user**

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