



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

REQUEST FOR QUOTATION SMALL VALUE PROCUREMENT

RFQ No. : **DSWD7-2025-1024A**

Date : **July 3, 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** in accordance with Implementing Rules and Regulations of Republic Act 12009. Failure to indicate required information/s 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 or service provider/s is/are required to submit true copies of **valid Business/Mayor's Permit** and **Philgeps Registration Number** upon submission of the 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; 232-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **July 7, 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 **please refer to Annex A**
- Place of Delivery: **please refer to Annex A**
- Terms of Payment: **within 30 days from the receipt of billing statement.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay**
- 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)

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

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Date: July 3, 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	450	sets	Supply and Delivery of Advocacy Materials A5 Bamboo Cover Notebook with Ballpen -with DSWD Field Office VII and Bagong Pilipinas Logo -with elastic notebook Lock (Black) -70 sheets -Spiral binding:Black -Product Bamboo Color: Natural -Direct Screen Printing -With Individual Plastic including: a. Ceramic Conical Coffee Mug with Bamboo Lid and Handle -with DSWD Field Office VII and Bagong Pilipinas Logo -Volume: Holds 16 ounces -Height: 5.7" (14.5cm) -Top Diameter: 3.54" (9cm) -Bottom Diameter: 2.95" (7.5 cm) -Mug color: White -Bamboo Color: Natural -Direct Screen Printing b. Delicacies: 2 packs of assorted delicacy, 200-250 grams each pack (choices of Napoleones, Butter Scotch, Biscocho, Toasted Mamon, Brojas) Note: -Supplier should exist in the market in at least 5 years -Supplier should be within Metro Cebu or nearby Municipalities				
Total:							
Approved Budget for the Contract: Php 450,000.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated or may state brand, model and country of origin of item offered, if applicable.			
End User: SOCPEN							
To be distributed during the following activities: a. Program Implementation Review (PIR) for LGU Implementers PURPOSE : Cebu province July 23-25, 2025 Negros and Siquijor Province August 6-8, 2025 Bohol Province August 13-15, 2025							


CHARL ALBERT J. TORREFIEL
 Canvasser

 Signature of Supplier / Authorized Representative Over Printed Name

A5 Bamboo Cover Notebook with Ballpen

- With Elastic Notebook Lock (Black)
- 70 sheets
- Spiral Binding: Black)
- Product Bamboo Color: Natural
- Direct Screen Printing
- With individual plastic

TWG:

OK



FRONT

BACK

Ceramic conical coffee mug with bamboo lid and handle

- Volume: Holds 16 ounces
- Height: 5.7" (14.5 cm)
- Top Diameter: 3.54" (9 cm)
- Bottom Diameter: 2.95" (7.5 cm)
- Mug Color : White
- Bamboo Color : Natural
- Type of Printing: Direct Screen Printing

TW6:

OK

