

**REQUEST FOR QUOTATION  
NP- SMALL VALUE PROCUREMENT**RFQ No. : **DSWD7-2022-1048**Date : **June 21, 2022**

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 shall be 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) 233-8785; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **June 27, 2022 at 5:00PM.**

Very truly yours,

  
**ROSARIO P. BACONG**

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**
- Place of Delivery: **DSWD FOVII, 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: \_\_\_\_\_

  
**REINAFLORE C. VISTO**

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.: DSWD7-2022-1048

Date: 06/21/2022

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	LOT	<b>Procurement of Licenses for Graphic Design, Video Editing, Web Development, Photography and Cloud Services</b>  <i>Provide a 12-month or 1 year subscription license for the following:</i> : Image editing and composting : Vector graphics and illustration : Page design, layout, and publishing : Create, edit and sign PDF documents and forms : Video production and editing : Cinematic visual effects and motion graphics : Organize, edit, and produce digital photography : Share just the files you want in the cloud  PROVIDER must be an authorized partner and must provide the right support				
<b>Approved Budget for the Contract: Php 255,000.00</b> End User: PPD-ICTS				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
<b>PURPOSE :</b> For use in Social Marketing, General Services and ICT Support							

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

**REINAFLORE C. VISTO**  
Canvasser

\_\_\_\_\_  
Signature of Supplier / Authorized Representative Over  
Printed Name

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