



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. : DSWD7-2025-1048  
Date : July 9, 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](mailto:bac.fo7@dswd.gov.ph) on or before **July 14, 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 after the receipt and conformity of Purchase Order.**
- Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., 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**
- 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)



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Contact Person \_\_\_\_\_  
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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	146	set	<b>Supply and Delivery of Customized Training/Workshop Supplies</b>  Strategic Planning Workshop for EPAHP National Convergence Team and National and Regional Program Management Offices CY 2025  <b>Training/Workshop Supplies: (Customized)</b> > Notepad (30 leaves) > Lanyard (1 inch) > Ballpen (white) > Tote Bag (Canvass Cloth)  *** Attached Sample Pictures with Specifications  ***Note: Supplier should submit a sample printed material prior to mass production				
Approved Budget for the Contract: <b>Php 51,100.00</b>				"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: <b>IND-EPAHP</b>							
PURPOSE : Provision of Training/Workshop Supplies for the participants of the Strategic Planning Workshop for EPAHP National Convergence Team and National and Regional Program Management Offices CY 2025							

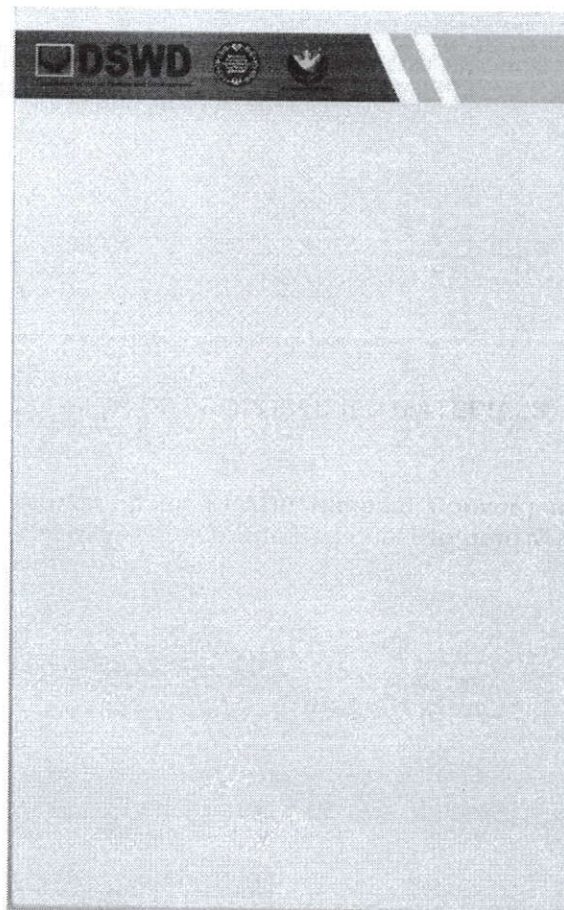
Signature of Supplier / Authorized Representative Over Printed Name

  
**CHARL ALBERT J. TORREFIEL**  
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(page 2 of 2)

## DESIGN OF PROPOSED IEC MATERIALS

- A. Strategic Planning Workshop for EPAHP National Convergence Team (NCT), National Program Management Office (NPMO), and Regional Program Management Offices (RPMO) CY 2025 – Training/Workshop Supplies



## SPECIFICATIONS

### 1. Notepad

- Size: A5 or 5.83 x 8.27 inches
- Number of Sheets: 30 leaves
- with printed logos (DSWD, EPAHP, and Bagong Pilipinas) (Template to be approved by End-User)





## SPECIFICATIONS

### 2. Ballpen

- Length from 130-140mm (5.11-5.51 inches)
- Ball diameter of 0.5mm
- Color: White
- with printed texts (EPAHP PROGRAM), and logos (DSWD, EPAHP, and Bagong Pilipinas) (Template to be approved by End-User)



**FRONT**



**BACK**

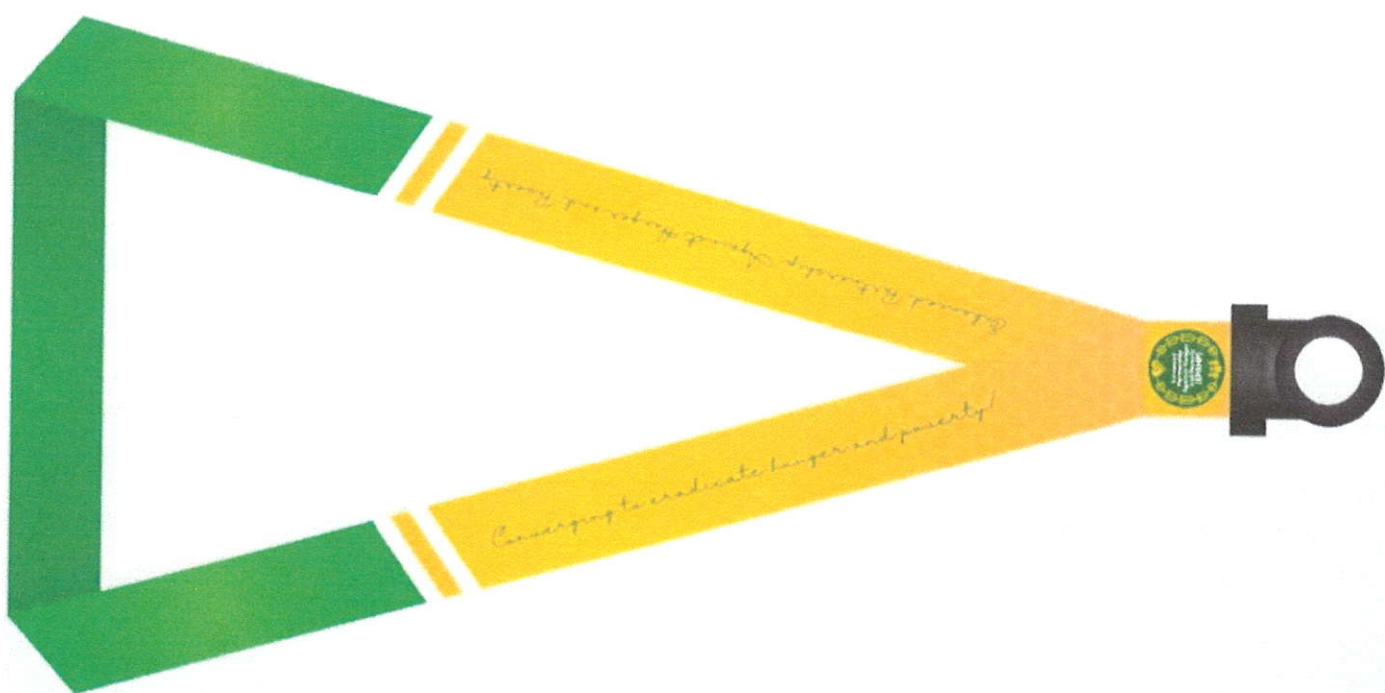
## SPECIFICATIONS

### 3. Canvass Cloth Tote Bag

- Dimensions: 14" x 14 ½" x 3"
- Weight Limit: 30 lbs (13.6 kg)
- 1" wide dual straps, 24 ½" length
- Open main compartment, Bag width 14 inches, Bag Height 14 ½ inches, Bag Depth 3 inches, Strap length 24 ½ inches, Strap Width 1 inch
- with printed texts/logos (front: Converging to eradicate hunger and poverty! and EPAHP logo) (Template to be approved by End-User)



W/





or  
Ad



*Converging to eradicate hunger and poverty!*

FRONT



FOLLOW US ON FACEBOOK PAGE  
for legit news and information.

@dswdserves

#BawatBuhayMahalagaSaDSWD

BACK

or