



**REQUEST FOR QUOTATION**  
**NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2020- 0052 A  
 Date : January 11, 2021

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 supplier/s are required to submit true copies of their valid **Mayor's Permit, Philgeps Registration Number, Omnibus Sworn Statement** for ABC above Php50,000.00, and **Latest Income Tax Return** for ABC above Php500,000.00 upon submission of quotation/s.

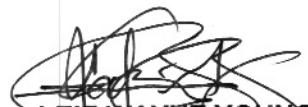
Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **January 14, 2021** at 5:00 pm.

Very truly yours,

  
**ROSARIO P. BACONG**  
 AO V/Head, Procurement Management Section

**Terms and Conditions:**

1. Award shall be made on per:  item basis  total quoted price  lot basis
2. Quotation validity shall be not less than **60 calendar days**.
3. Good/s or Services shall be delivered ( please refer to Annex A).
4. Place of Delivery: **DSWD Field Office VII, Cebu City**
5. Terms of Payment: **within 30 calendar days from the receipt of Billing Statement / Sales Invoice.**
6. Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
7. 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.
8. Warranty Period, if applicable: \_\_\_\_\_

  
**LEIF WAYNE YOUNG**  
 Canvasser

I am interested to quote and agree to the terms and conditions.

\_\_\_\_\_  
 (Signature over Printed Name of Supplier /  
 Authorized Representative)



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**Field Office VII, Cebu City**

Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

RFQ No.: DSWD7-2020- 0052  
 Date: January 11, 2021

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	<p><b>POSTAGE &amp; COURIER SERVICES</b></p> <p><b>Requirements:</b></p> <ol style="list-style-type: none"> <li>Nationwide postage and courier services for documentation/records</li> <li>Documents for mailing to be picked up at DSWD Field Office VII located at corner M.J. Cuenco and General Maxilom Avenues Cebu City</li> <li>Pick up period is during Tuesdays and Thursday at 3:00 P.M.</li> <li>In case pick up will fall on a holiday/special non-working holiday, service provider to pick up mails during the next working day</li> <li>In case of urgent matters, DSWD Field Office VII can make a request/call to service provider to pick up mails during anytime of the day from Mondays to Saturdays.</li> <li>Mailing will be packed on either of the following three (3) parcels depending on the volume of the documents:                             <ol style="list-style-type: none"> <li>Small</li> <li>Medium</li> <li>Large</li> </ol> </li> <li>Bill DSWD FO VII every end of the month.</li> <li>Payment will be within 30 working days upon receipt of billing statement.</li> <li>The contract will end or stop when the ABC has been depleted/consumed on or before December 31, 2021 or regardless of any remaining balances of the ABC on December 31, 2021, the contract will still end or stop.</li> <li>Aside from determining the service provider's compliance to technical capability, financial compliance shall also be determined through the average price of the mailing parcels and coverage as basis for the Lowest Calculated and Responsive Quotation. ABC will be the contract amount.</li> </ol>				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>Parameter of Serviceable Coverage:</b>				
			11.a Small -Php60.00 - Php100.00				
			11.b. Medium -Php80.00 - Php120.00				
			11.c. Large -Php100.00 - Php150.00				
			<b>Parameter of Out of Town Coverage:</b>				
			11.d. Small -Php100.00 - Php110.00				
			11.e. Medium -Php120.00 - Php140.0				
			11.f. Large -Php150.00 - Php160.00				
			11. Average Price= sum of the quoted price of serviceable coverage plus sum of the quoted price of out of town coverage over six (6)				
Approved Budget for the Contract: <b>Php 80,000.00</b>							
Charge to: FO VII Funds							
End User: Records & Archives Section							
Purpose : For mailing services of DSWD FO VII for the year 2021.							
				<p><b>Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.</b></p>			

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

Signature of Supplier / Authorized Representative  
Over Printed Name

  
**LIEF WAYNE YOUNG**  
Canvasser