



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

RFQ No. : DSWD7-2022- 0269
 Date : March 04, 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 **March 09, 2022 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 within 30 days calendar from receipt and conformity of Purchase Order.
4. Place of Delivery: DSWD Field Office VII, Carreta, Cebu City
5. Terms of Payment: within 30 calendar days from the completion of services and 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: _____


 BRYAN C. LAGARE
 Convasser

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

 (Signature over Printed Name of Supplier /
 Authorized Representative)



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Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	100	pad	Certificate of Eligibility (Outright Cash) - Form # 1 Description: * Paper Stocks: Carbonless Paper * Size: A4, 21cm(w) x 29.7cm (h) (8.27 x 11.69") * No. of Copies: 3 copies (White, Yellow, Blue) * Prints: 1/0, Black * Finish: Padded/100 sets per pad				
2	150	pad	Certificate of Eligibility (Service Provider) - Form # 2 Description: * Paper Stocks: Carbonless Paper * Size: A4, 21cm(w) x 29.7cm (h) (8.27 x 11.69") * No. of Copies: 3 copies (White, Yellow, Blue) * Prints: 1/0, Black * Finish: Padded/100 sets per pad				
3	200	pad	General Intake Sheet Part 2- Form # 3 Description: * Paper Stocks: Carbonless Paper * Size: A4, 21cm(w) x 29.7cm (h) (8.27 x 11.69") * No. of Copies: 3 copies (White, Yellow, Blue) * Prints: 1/0, Black * Finish: Padded/100 sets per pad				
4	600	ream	General Intake Sheet Part 1- Form # 4 Description: * Paper Stocks: White bond Econo subs.20 (50gsm) * Size: A4, 21CM (w) x 29.7cm (h) (8.27 x 11.69") * Prints: 1/0, Black * Finish: 1 ream = 500 sheets				
5	600	ream	Clients Satisfaction Survey - Form # 5 Description: * Paper Stocks: WHITE Bond Econo subs.20 (50gsm) * Size: Folio, 21.59cm(w)x 33.02cm (h) (8.5 x 13") * Prints: 1/0, Black * Finish: 1 ream = 500 sheets				
			Total:				
Approved Budget for the Contract: Php 460,500.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: SWAD							
Purpose: For official use of Crisis Intervention Section and SWAD Office.							

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

Signature of Supplier/Authorized Representative over printed name

BRYAN C. AGARE
 Carver