



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

RFQ No. : DSWD7-2024-0560
 Date : April 29, 2024

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 and 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 17126 or kalahiaf7.procurement23@gmail.com on or before **May 6, 2024 at 1:00 PM.**

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 **on the specific date in Annex A.**
- Place of Delivery: **DSWD Field Office VII, Cebu City**
- Terms of Payment: **within 30 calendar days from the completion of services and receipt of Billing Statement / Sales Invoice.**
- 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: _____


EDLYN S. CANGQUE
 Canvasser

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

 (Signature over Printed Name of Supplier /
 Authorized Representative)



Company Name: _____

 RFQ No.: DSWD7-2024-0560
 Date: April 29, 2024

Company Address: _____

Contact Person: _____

Contact No.: _____

PhilGEPS Registration No.:

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost	
1	1,166	unit/s	Purchase of Advocacy Shirts for Tutors and Youth Development Workers Specifications: * Shirt w/ collar and logo design with text at the chest (full color print), and back (white color print) * Fabric Materials: Cotton * Color: Red * Logos: DSWD, DepED, Bagong Pilipinas, and Tara Basa Program (please see attachment) Sizes: Unisex Polo Shirt Sizes: - Extra small - 266 pcs - Small - 300 pcs - Medium - 300 pcs - Large - 200 pcs - Extra large - 100 pcs *Delivery Schedule: June 15, 2024 Design: Please see attached design Delivery Site: Department of Social Welfare and Development /Corner MJ Cuenco and Gen. Maxilom Avenues, Barangay Carreta , Cebu City, Philippines CHARGED KALAHI-CIDSS - KKB Current Appropriation					
Total:								
Approved Budget for the Contract: Php699,600.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.				
Purpose:	For the Tutors and Youth Development Workers of Tara, Basa Tutoring Program.							

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

 Signature of supplier/Authorized
 Representative over printed name

 EDLYN S. CANGQUE
 Convasser



W