



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2021- 0736
 Date : June 23 ,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; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **June 29, 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 within 30 days calendar from receipt and conformity of P.O .
4. Place of Delivery: AVRC II Cmpd., Camomot Franza Rd., Labangon-DSWD Field Office VII, Brgy. Carreta, 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: _____


VICTORINA PANCHO
 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.: _____
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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
			Provision of Labor and material for the installation of window blinds at the Regional Warehouse (Labangon) and ARDO's office (Carreta)				
			Scope of Works/Specifications:				
			Woodlook combi blinds, Ashtree color				
			100% polyester, 0.55 mm +/-5% fabric thickness				
			Note: Verify actual dimensions before fabrication and installation				
			A. ARDO's Office				
			a.1 1 set 52.5"W x 53"H (±19.68 sq/ft)				
			a.2 1 set 54.25"W x 53"H (±19.96 sq/ft)				
			a.3 1 set 46"W x 53"H (±16.92 sq/ft)				
			B. Conference Room				
			b.1 4 sets 86"W x 53"H (±31.65 sq/ft)				
			b.2 4 sets 66"W x 53"H (±24.28 sq/ft)				
			C. Comfort Room				
			c.1 2 sets 29"W x 29"H (±15 sq/ft)				
			c.2 2 sets 30"W x 29"H (±15 sq/ft)				
			c.3 1 set 27"W x 29"H (±15 sq/ft)				
			c.4 1 set 29"W x 26"H (±15 sq/ft)				
			c.5 1 set 30"W x 26"H (±15 sq/ft)				
			c.6 1 set 60" x 27"H (±15 sq/ft)				
			c.7 1 set 60"W x 29"H (±15 sq/ft)				
			D. Storage Room				
			d.1 10 sets 86"W x 53"H (±15 sq/ft)				
			d.2 8 sets 66"W x 53"H (±15 sq/ft)				
			d.3 1 set 65"W x 53"H (±15 sq/ft)				
			d.4 1 set 65.25"W x 53"H (±15 sq/ft)				
			d.5 2 sets 87"W x 37"H (±15 sq/ft)				
Approved Budget for the Contract: Php 250,000.00				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: Disaster Response Management Division (DRMD)							
Purpose : Improvement of DSWD Regional Warehouse (Labangon) and ARDO's Office							

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


VICTORINA PANCHO
 Canvasser

 Signature of supplier/Authorized
 Representative over printed name