



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2020-1013
 Date : September 22, 2020

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, 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 **September 25, 2020 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 **calendar days** upon receipt of approved Purchase Order.
4. Place of Delivery: **DSWD FO 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

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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 | 400 | pc | LISTAHANAN 2021 DESKTOP CALENDAR Paper: Chipboard 050gsm (board) C2S 140lbs or Imitilin Tela Neve 125gsm (cover and flyleaf) C2S 200lbs (flaps) *Size: Finished Size: 9" W x 6.3" H x 2.7 + 3 Base Spread Size: 8.5" W x 6" H (flaps) Print: 4/0 (Full colors – one side) cover 1/0 (One color – one side) flyleaf 4/4 (Full colors – both sides) flaps *Pages: 12 leaves - flaps 50 leaves/pad - notepad Process: CTP (Computer to Plate) Technology Offset Printing (Heidelberg Machine) *Finishing: Spring binding, Assembly, Adhesive with shrink wrap - calendar Padding glue, Final cutting – notepad May include editing of the layout Note: • Supplier should submit a sample printed material prior to mass production. • Printing of the material shall be within 30 days after the date the final design is approved. | | | | |
| Approved Budget for the Contract: Php 100,000.00 | | | | | | | |
| Charge to: Listahanan Funds | | | | | | | |
| End User: Social Marketing Unit (SMU) | | | | | | | |
| Purpose: These IEC/Advocacy materials will be distributed to different stakeholders as part of the Listahanan image/branding | | | Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable. | | | | |

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


LEIF WAYNE YOUNG

Canvasser

Signature of Supplier / Authorized Representative