



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2020-1017
 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

Company Name _____

Company Address _____

Contact Person _____

Contact No. _____

PhilGEPS Registration 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
1	266	pc	<p>LISTAHANAN BUSINESS CONFERENCE FOLDER</p> <p>Multifunctional A4 file folder with notepad and ballpen</p> <p>Material: leather/ Imitlin</p> <p>Chipboard 100gsm (board) Bookpaper 070lbs (notepad)</p> <p>Color: Blue or white (cover and flyleaf)</p> <p>Size: Finished size: 9" W x 12" H (folder)</p> <p>Finished size: 8.5" W x 11" H (notepad)</p> <p>Print: 4/0 (Full colors – one side) cover</p> <p>4/0 (Full colors – one side) notepad</p> <p>Various inside pockets and slots capable of holding cards, documents and pen.</p> <p>Ballpen with Listahanan logo</p> <p>Pages: 80 leaves - notepad</p> <p>With Listahanan logo at the front cover and the DSWD logo at the back cover.</p> <p>Note:</p> <ul style="list-style-type: none"> • 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 133,000.00							
Charge to: Listahanan Funds							
End User: Social Marketing Unit (SMU)							
Purpose :							

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.

Signature of Supplier / Authorized Representative _____


LEIF WAYNE YOUNG
 Canvasser