



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2021-1245
 Date : October 22, 2021

Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact No.: _____
 PhilGEPS Registration No.: _____

Sir/Madam:

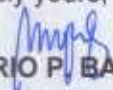
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures 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 service providers are required to submit true copies of their valid **Mayor's/Business Permit, Philgeps Registration Number and Latest Income Tax Return (ITR) for ABC above Php500,000.00** upon submission of quotation. An **Omnibus Sworn Statement (OSS)** shall be required prior to award for ABC above Php50,000.00.

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 **October 28, 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 on **November 1-30, 2021**
4. Place of Delivery: DSWD Field Office VII, 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: _____


BRYAN C. LAGARE
 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: _____

RFQ No. DSWD7-2021-1245

Company Address: _____

Date: October 22, 2021

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
1	3,000	pc	Yakap Bayan Program IEC Materials Brochures Specification: * Size: A4 three-fold * Full Color print (back-to-back) * C2s 80gsm gloss paper * Portrait * With layout				
2	1,000	pc	Flyers Specification: * Size: A4 * Full color print (back-to-back) * C2s 100gsm gloss paper * With layout				
3	275	pc	Cards Specification: * Finished Size: height 8.3 in x width 5.85 in (card) * Full Color print (back-to-back), 14 cards * C2s 220gsm (box) * C2s 220gsm (card), gloss paper * With layout				
			Note: Supplier should submit the final layout prior to mass printing Target Delivery Date: November 1 - 30, 2021				
			Total:				

Approved Budget for the Contract: **Php 200,000.00**

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: **Protective Services Division/ Family Sector****Purpose :** Advocacy materials for Distribution to partner organizations.

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


BRYAN C. LAGARE
 Canvasser

Signature of supplier/Authorized Representative
 over printed name