



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2024-1262
 Date : September 25, 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 **September 30, 2024 at 1:00 PM.**

Very truly yours,


ENGR. EMMANUEL M. EDLES
 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 or before the scheduled date of the activity.**
4. Place of Delivery: **within Metro Cebu**
5. Terms of Payment: **within 30 calendar days from the completion of services and 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: _____


EDLYN S. CANGQUE
 Canyasser

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

 (Signature over Printed Name of Supplier /
 Authorized Representative)



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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	40	piece	<p>Name of Activity: Regional Fiduciary Review and Closing Requirements Workshop</p> <p>Date: October 9-11, 2024</p> <p>Venue: within Metro Cebu</p> <p>Customized Plaques</p> <p>Specifications</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use of acrylic materials <input type="checkbox"/> Printed words in sticker with full color as per design <input type="checkbox"/> Height: 10 inches including base <input type="checkbox"/> Base and body width: 8 inches <input type="checkbox"/> Thickness: 5mm <input type="checkbox"/> Base: 5mm clear / 3mm black <p><i>Please see attached customized design</i></p> <p>Note:</p> <p>*Must be delivered 2 days before the activity</p> <p>*Supplier must submit sample finish product within 3 days upon receipt of approved PO before mass production.</p> <p><i>Charge to: Kalahi-CIDSS KKB Funds</i></p>				

Total:

Approved Budget for the Contract: **Php60,000.00**

Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.

Purpose: **To be used during the conduct of Regional Fiduciary Review and Closing Requirements Workshop**

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


EDLYN S. CANGQUE
Canvasser

Signature of supplier/Authorized Representative over printed name



KALAH I CIDSS NCDDP

Shalaine Marie S. Lucero, CESO III
Regional Director

Customized Plaques

Specifications:

- Use of acrylic materials
- Printed words in sticker with full color as per design
- Height: 10 inches including base
- Base and body width: 8 inches
- Thickness: 5mm
- Base: 5mm clear / 3mm black

