



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2023-1381
 Date : October 12, 2023

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 is 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 **October 19, 2023 at 4:00 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 the specific date in Annex A .**
4. Place of Delivery: DSWD FO VII
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
 Canvasser

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	
			Provision of Customized Trophy					
			Title of Activity: Program and Staff Assessment Workshop Date: November 23-24, 2023 Venue: within Metro Cebu Specifications:					
	20	piece	Gold Color, 9 inches in height and Plastic Trophies					
	20	piece	Gold Color, 10 inches in height and Plastic Trophies					
	30	piece	Gold Color, 12 inches in height and Plastic Trophies					
	4	piece	29.5 inches (75cm) standard size Basket ball					
			Note: * Must be delivered 5 days before the activity * Supplier must submit sample finish product within 5 days upon receipt of the approved PO before mass production. charged to: KC-PMNP Funds					
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:	For the Program and Staff Assessment Workshop participants							

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

EDLYN S. CANGQUE
Cayasser

 Signature of supplier/Authorized Representative over printed name

Customized TROPHY



Handwritten signature or initials in blue ink.