



**REQUEST FOR QUOTATION**  
**NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2020- 1450  
 Date : December 10, 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, and **Latest 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 **December 15, 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 **15 calendar days** upon receipt of approved Purchase Order.
4. Place of Delivery: **VDRC, Tingub, Mandaue 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: \_\_\_\_\_

  
**JOCELYN G. PADO**  
 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

RFQ No.: DSWD7-2020- 1450  
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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	1	unit	<b>Gravity Roller for Empty Cartoons</b> <i>Painted Mild Steel Frames &amp; Supports</i> <i>HDPE Plastic Roller Hub</i> <i>Stainless Steel Shafting</i> <i>Stainless Steel Bolts &amp; Nuts</i> <i>Caster Wheels</i> <i>Photo and Dimension (attached on the next page)</i> <i>Including delivery</i>				
2	8	unit	<b>Gravity Roller for Family Food Packs</b> <i>Painted Mild Steel Frames &amp; Supports</i> <i>PVC Pipe Rollers</i> <i>HDPE Plastic Roller Hub</i> <i>Stainless Steel Shafting</i> <i>Stainless Steel Bolts &amp; Nuts</i> <i>Caster Wheels</i> <i>Photo and Dimension (attached on the next page)</i> <i>Including delivery</i>				
Approved Budget for the Contract: <b>Php 133,700.00</b>							
Charge to: <b>VDRC Funds</b>							
End User: <b>Visayas Disaster Resource Center (VDRC)</b>							
Purpose : To be used in the production of Family Food Packs							
Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			

Signature of Supplier / Service Provider /  
 Authorized Representative Over Printed Name

**JOCELYN G. PADAO**  
 Canvasser