



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2021- 0199
 Date : February 17, 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 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 **February 22, 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 within 15 days after approval of the sample brochure by the end-user.
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: _____


JOSELITO TABILON
 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

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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 |
|--|------|------|-------------------------|---|-------------------------|-----------|------------|
| <p>Printing of Brochure including lay-out, drawing and design</p> | | | | | | | |
| 1 | 900 | pc | 1. Adoption | | | | |
| 2 | 900 | pc | 2. Foster Care | | | | |
| 3 | 500 | pc | 3. ICAB | | | | |
| 4 | 450 | pc | 4. RA 11222 | | | | |
| <p>Specification:</p> <p>* A4 size glossy paper, i.e: C2S80</p> <p>*Single-Sheet, 3 fold Lay-out, back to back full color printing</p> <p>Note: The Service Provider must submit sample for approval before final reproduction of the brochures.</p> <p>1. Within 10 days upon receipt of PO, the service provider must submit sample for approval</p> <p>2. Within 15 days, the service provider must deliver all brochures once approved.</p> | | | | | | | |
| Total: | | | | | | | |
| Approved Budget for the Contract: Php 55,000.00 | | | | <p>Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.</p> | | | |
| <p>End User: ARRS</p> <p>Purpose : Advocacy Materials for Alternative parental care Program</p> | | | | | | | |

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

Signature of Supplier / Authorized Representative
 Over Printed Name

JOSELITO TABILON
 Canvasser